



## CALIBRATION WORK ORDER

### NON-ADJUSTABLE THERMOMETERS

(Typically Liquid in Glass and Bimetal Thermometers)

This form should accompany your thermometer(s) when sending them to Massachusetts Metrology for calibration

**Request Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Required By Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Company Name:** \_\_\_\_\_

**Company Contact:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

\_\_\_\_\_

**Fax:** \_\_\_\_\_

#### Shipping Requirements

**Shipping Address:**

Massachusetts Metrology and Instrument Service  
One Liberty Square  
Rockland, MA 02370  
Phone: (781) 982-7125  
Fax: (781) 982-7152

**Return Shipping Information:**

**Company Name:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Department:** \_\_\_\_\_  
**Building/Lab Number:** \_\_\_\_\_

**Return Shipping Instructions:**  Ground  Overnight  2<sup>nd</sup> Day  Other: \_\_\_\_\_

**Return Shipping Insured Value:** \_\_\_\_\_

Massachusetts Metrology's primary shipping carrier is United Parcel Service.

#### Documentation Requirements

All Calibration Certificates include "As Found" and "As Left" data and are NIST traceable.

**Name on Certificate** (if different from above): \_\_\_\_\_

**Address on Certificate** (if different from above): \_\_\_\_\_

\_\_\_\_\_

**Please select any additional documentation requirements that apply.**

- ISO/IEC 17025 Accredited Certificate       Uncertainty Required (*no additional cost*)



**Description of Thermometer(s)**

<u>Manufacturer</u>	<u>Model #</u>	<u>Serial #</u>	<u>ID#</u>	<u>Tolerance</u>	<u>Cal Interval</u>	<u>Cost</u>
1. _____	_____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____	_____

24 Hour Expedited Service Required (\$50.00 per Item)  Yes  No List All Item Numbers \_\_\_\_\_

48 Hour Expedited Service Required (\$30.00 per Item)  Yes  No List All Item Numbers \_\_\_\_\_

Expedited Calibration Service Must Be Scheduled in Advance With Customer Service - (781-982-7125)

**Special Instructions and/or Method Requirements (if any)**

If there are any special instructions and/or calibration method requirements, please specify them below.

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**Pricing**

*Pricing (priced per test point with a minimum charge of \$70)*

**Full Thermometer Calibration:**  
 Below 0°C = \$50    151 - 200°C = \$45  
 0 - 100°C = \$35    201 - 300°C = \$50  
 101 - 150°C = \$40

**Above prices are per test point.**

**Thermometer Verification (\$85):** Verification is the calibration of a thermometer at one temperature, which was previously calibrated by Mass Metrology (or another lab) at several different temperatures. Interpolated data is documented for the remaining temps previously calibrated.

**Test Point(s)**

- 1) \_\_\_\_\_ 4) \_\_\_\_\_ 7) \_\_\_\_\_
- 2) \_\_\_\_\_ 5) \_\_\_\_\_ 8) \_\_\_\_\_
- 3) \_\_\_\_\_ 6) \_\_\_\_\_ 9) \_\_\_\_\_

Thermometer Verification Temp: \_\_\_\_\_

**Payment Method**

**Payment Method:**  Established Account  COD  AMEX  Master Card  VISA

PO Number: \_\_\_\_\_ Dollar Amount (excluding shipping charges): \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name on Credit Card (including organization): \_\_\_\_\_

Credit Card Billing Address Zip Code: \_\_\_\_\_

**Statement of Decontamination**

Please indicate any exposure of the shipped instrument(s) to hazardous chemicals and/or substances and how they have been decontaminated. Please check the box below and sign at the bottom.

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I certify that the aforementioned thermometer(s) are free from any radioactive, hazardous, or otherwise dangerous substances and are safe for human handling.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_