



# CALIBRATION WORK ORDER

## Outside Micrometers (Digital & Vernier)

This form should accompany your instrument(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)

Not all calibrations performed at Massachusetts Metrology and Instrument Service are ISO/IEC 17025 Accredited.  
Please review our scope of accreditation for further details.



**Outside Micrometer(s) Description**

<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. _____	_____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____	_____

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)

**Pricing**

Standard Outside		Interchangeable		Interchangeable	
Micrometer	Price	Anvil Micrometer	Price	Anvil Micrometer	Price
0 to 4 Inch	\$25.00	0 to 6 Inch	\$45.00	20 to 24 Inch	\$65.00
5 to 12 Inch	\$30.00	6 to 12 Inch	\$50.00	24 to 28 Inch	\$70.00
13 to 24 Inch	\$35.00	12 to 16 Inch	\$55.00	24 to 30 Inch	\$75.00
25 to 40 Inch	\$40.00	12 to 18 Inch	\$60.00	28 to 32 Inch	\$80.00
		16 to 20 Inch	\$65.00	30 to 36 Inch	\$85.00
		18 to 24 Inch	\$65.00	32 to 36 Inch	\$85.00

**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.

\_\_\_\_\_

\_\_\_\_\_

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

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