



## CALIBRATION WORK ORDER

### Scales & Balances (from 1 gram to 2000 pounds)

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*)



**Scales and Balance 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. _____	_____	_____	_____	_____	_____	_____

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.

\_\_\_\_\_

\_\_\_\_\_

**Pricing**

Full scale and balance calibration includes 5 test points spaced throughout the scale range. Off center loading is included.

Ranges up to 100 grams: \$75.00

Ranges from 101 to 3000 grams: \$65.00

Ranges up to 500 pounds: \$50.00

Ranges from 501 to 1000 pounds: \$65.00

Ranges from 1001 to 2000 pounds: \$75.00

**Required Test Points (optional)**

1) \_\_\_\_\_ 4) \_\_\_\_\_ 7) \_\_\_\_\_

2) \_\_\_\_\_ 5) \_\_\_\_\_ 8) \_\_\_\_\_

3) \_\_\_\_\_ 6) \_\_\_\_\_ 9) \_\_\_\_\_

**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: \_\_\_\_/\_\_\_\_/\_\_\_\_