



MASSACHUSETTS  
**METROLOGY**  
AND INSTRUMENT SERVICE



## 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)

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



**Description of Thermometer(s)**

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

24 Hour Expedited Service Required (\$75.00 per Item)  Yes  No List All Item Numbers \_\_\_\_\_

48 Hour Expedited Service Required (\$50.00 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**

<b>Pricing</b> (priced per test point with a minimum charge of \$100)	<b>Test Point(s)</b>
<b>Full Thermometer Calibration:</b>	1) _____ 4) _____ 7) _____
Below 0°C = \$75    151 - 200°C = \$60	2) _____ 5) _____ 8) _____
0 - 100°C = \$50    201 - 300°C = \$75	3) _____ 6) _____ 9) _____
101 - 150°C = \$55	
<b>Above prices are per test point.</b>	

**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 thermometer(s) are free from any radioactive, hazardous, or otherwise dangerous substances and are safe for human handling.

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