



## CALIBRATION WORK ORDER

### Scales & Balances (from 1mg to 2200 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)

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

**Scales and Balance Description**

<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**

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

Ranges up to 100 Kilograms: \$85.00

Ranges up to 250 pounds: \$85.00

Ranges from 251 to 1000 pounds: \$95.00

Ranges from 1001 to 2200 pounds: \$125.00

Scales or Balances with graduations of .001 or better, add \$25.00.

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