



# CALIBRATION WORK ORDER

## Thermocouples and Thermocouple Wire

This form should accompany your thermocouple(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.



**Thermocouple(s) Description**

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

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**

**Pricing** (priced per test point with a minimum charge of \$75)

**Required Test Point(s)**

**Full Thermocouple Calibration:**

**First Test Point \$50.00**

**Each Additional Test Point \$25.00**

Above prices are per test point.

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

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