



# CALIBRATION WORK ORDER

## Timers, Stopwatches and/or Clocks

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.



**Timer, Stopwatches and/or Clocks Description**

Table with 7 columns: Manufacturer, Model #, Serial #, ID#, Tolerance, Cal Frequency, Cost. Rows 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 Timer, Stop Watch and/or Clock calibration includes up to 2 test points. Required Test Points (optional) 1) \_\_\_\_\_ 4) \_\_\_\_\_ 7) \_\_\_\_\_ 2) \_\_\_\_\_ 5) \_\_\_\_\_ 8) \_\_\_\_\_ 3) \_\_\_\_\_ 6) \_\_\_\_\_ 9) \_\_\_\_\_

Cost for up to 2 test points: \$58.00 Each Additional test point: \$20.00

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