



# Calibration & Service Order Form

### Billing Address

Company: \_\_\_\_\_  
 Purchasing Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Purchase Order No.** \_\_\_\_\_

### Shipping Address Same as Billing

Company: \_\_\_\_\_  
 Order Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

UPS Account # \_\_\_\_\_  Fedex Account # \_\_\_\_\_

### Calibration Certificates

Go Green! I would like to receive my calibration certificates as electronic files only.  Yes  No

Email: \_\_\_\_\_

### ISO 17025 Calibration Service

I require ISO/IEC 17025 Accredited Calibration

### Calibration Certificate Information

Name to appear on certificate: \_\_\_\_\_

### Personal Labels

I would like my personal labels removed from my instruments

Items Sent: (attach additional pages if needed)			
ID#	Gage Description	Cal Frequency	Department
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

**Total Number of Items Sent:** \_\_\_\_\_

Special Instructions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Ship instruments in a secure package to:

**Precision Calibration Systems**  
 117 East Main Street, Suite 100  
 Morristown, TN 37814

### PCS Contact Information

Billing & Payment Questions: [accounts@pcslctn.com](mailto:accounts@pcslctn.com) 866-521-3823 x 102  
 Technical Questions: [service@pcslctn.com](mailto:service@pcslctn.com) 866-521-3823 x 104  
 General Information & Questions: [info@pcslctn.com](mailto:info@pcslctn.com) 866-521-3823 x 103

### FAQ

#### How do I retrieve calibration data?

Your electronic calibration certificates will be uploaded into the Sharefile system. Please include email addresses and names for anyone who will need to access the system. Paper copies are available upon request.

#### What should I send with my instrument?

Please send any cords or accessories needed to operate or perform any functions specific to your instrument. Also include this form and/or a detailed purchase order and packing list.

#### How long does calibration take?

Most calibrations take 24-48 hours to perform, complete certification, and prepare for shipment. Large orders may experience longer turnaround times, as well as orders that require outsourcing, repairs, and/or special services.

#### How do I pay for my order?

If your company provided a Purchase Order and has been approved for terms then you will be invoiced accordingly after service is complete. If you prefer to pay by credit card, please provide billing contact details so we can obtain credit card information to process payment before your completed order ships.