



1999 Tellepsen
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Miller-Weber of Texas Calibration Laboratory

CALIBRATION LABORATORY ORDER FORM

(Please fill in all shaded portions of the form. Thank You!)

CUSTOMER INFORMATION		Date: _____
Bill To: _____ _____ _____	Contact: _____	Phone: _____
Ship To: _____ _____ _____	Fax: _____	Email: _____
<p>Unless otherwise instructed, we shall use the Company name and address shown in the "Ship to" section of this form as the Customer Information on the Report of Calibration. If you wish us to use different Customer Information, please indicate so under "Special Instructions" on Page 2 of this form</p>		

Instrument Information						
<p>Please check the appropriate boxes and fill in all of the requested information. Check "AS ON LAST REPORT" if you wish us to re-calibrate the instrument as previously reported. The "STANDARD" points are those found in ASTM E1 for ASTM thermometers and those recommended by NIST for non-ASTM Thermometers (every 100 lines over the entire range). "STANDARD" for hydrometers is 3 points over the range of the hydrometer (low, middle & high on the scale). If you have specific points you need calibrated on either your thermometer or hydrometer, check the "SPECIFIED BY CLIENT" and write down the points you want. As always, our customer service representatives can assist you with this task. IF YOU CHOOSE "AS ON LAST REPORT" OR "STANDARD", YOU DO NOT NEED TO FILL IN TEMPERATURE OR DENSITY POINTS TO BE CALIBRATED.</p>						
Serial #: _____	Points to be calibrated: _____	<input type="checkbox"/>	AS ON LAST REPORT	<input type="checkbox"/>	STANDARD	<input type="checkbox"/>
Serial #: _____	Points to be calibrated: _____	<input type="checkbox"/>	AS ON LAST REPORT	<input type="checkbox"/>	STANDARD	<input type="checkbox"/>
Serial #: _____	Points to be calibrated: _____	<input type="checkbox"/>	AS ON LAST REPORT	<input type="checkbox"/>	STANDARD	<input type="checkbox"/>
RECALIBRATION INTERVAL: _____						(If you do not specify, we will default to a one year calibration interval.)

HOW WOULD YOU LIKE US TO SHIP THIS BACK TO YOU?			
Please note: FedEx is our preferred method of shipping. We ship daily directly from our facility. If you do not have a FedEx or UPS Shipper Number, we will prepay and add shipping charges to your invoice.			
<input type="checkbox"/> Ground Shipment	Any instrument can ship to you via this shipping method. MWTX will ship either via UPS or FEDEX Ground.		
<input type="checkbox"/> Next Day Air	Any instrument except those containing mercury	Please chose one:	<input type="checkbox"/> Early AM <input type="checkbox"/> Next Day Air <input type="checkbox"/> Next Day Saver
<input type="checkbox"/> 2nd Day Air	Any instrument except those containing mercury	Please chose one:	<input type="checkbox"/> Early AM <input type="checkbox"/> 2nd Day Air <input type="checkbox"/> Air
<input type="checkbox"/> OTHER	SHIPPER NUMBER _____	IS THIS A UPS OR FedEx NUMBER?	_____
Please Specify: _____			

CALIBRATION LABORATORY ORDER FORM

PAYMENT OPTIONS			
<input type="checkbox"/>	VISA/ MASTERCARD/ AMERICAN EXPRESS	Credit Card Number:	
Name on Card:		Expiration Date:	Security Code
		Street Number of	Zip Code of CC
		PO Box # or CC	Billing Address
<input type="checkbox"/>	PREPAY	If prepaying by check, please add \$22.00 shipping and handling fee if requesting prepaid UPS Ground	
Calibration Charge			TX Customers must also add appropriate Sales Tax.
	+	\$22.00= (total)	
TX CUSTOMERS ONLY- IF THIS CALIBRATION IS TAX EXEMPT, PLEASE PROVIDE APPROPRIATE TAX EXEMPT CERTIFICATE			
WE DO NOT SHIP C.O.D.			

SPECIAL INSTRUCTIONS TO OUR CALIBRATION LABORATORY

IMPORTANT: If you are shipping instruments to us, pack them in a carton 6" longer than the instruments and use 4" of dense loose fill completely around. DO NOT USE SHIPPING TUBES, FLAT BOXES OR ENVELOPES! Please insure the instruments for their full replacement value. Please contact our customer service representatives if you need assistance in shipping your instruments. PLEASE SEND THIS FORM AND A COPY OF YOUR MOST RECENT CERTIFICATE WITH THE INSTRUMENTS.

We have enclosed a shipping label for your convenience.

From: _____ _____ _____ _____	Ship to: Miller-Weber of Texas 1999 Tellepsen St. Houston, TX 77023 Attn: Calibration Laboratory
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