



# J.H. METROLOGY CO., INC.

Full Service Calibration Laboratory

1801 Hicks Road, Unit E Rolling Meadows, IL 60008-1226

Phone: 847.991.0290 Fax: 847.991.0348

Questions or need a Price Quote? Send your request to: [staff@jhmetrology.com](mailto:staff@jhmetrology.com)

COMPLETE, PRINT THIS FORM, INCLUDE WITH YOUR INSTRUMENT(S), AND SHIP TO THE ABOVE ADDRESS

## COMPANY INFORMATION

COMPANY NAME	
CONTACT NAME	
DEPARTMENT	
ADDRESS	
CITY/STATE/ZIP CODE	
EMAIL ADDRESS	
PHONE	

<b>INVOICE TO</b> <input type="checkbox"/> SAME AS ABOVE	<b>SHIP TO</b> <input type="checkbox"/> SAME AS ABOVE
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CONTACT NAME		CONTACT NAME	
DEPARTMENT		DEPARTMENT	
ADDRESS		ADDRESS	
CITY/STATE/ZIP CODE		CITY/STATE/ZIP CODE	
EMAIL ADDRESS		EMAIL ADDRESS	
PHONE		PHONE	

## PAYMENT METHOD

<input type="checkbox"/> PURCHASE ORDER *	P.O. Number:
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\* Minimize service delays by submitting your hard-copy **Purchase Order** ASAP. Equipment description including MFR and P/N, instrument ID and which calibration service is required: **Standard Calibration, Calibration with Full Before and After Data, or ISO17025 Accredited Cal with Data & Uncertainties**. Please note that all calibrations receive a Calibration Certificate, and calibration sticker on the unit. If standard calibration is required, please also know that our cal-with-data price will apply for all instruments when adjustments are performed. A bench-check fee will automatically apply for all equipment returned as-is. All batteries & fuses will be replaced, when necessary, without prior notice at an additional charge.

<input type="checkbox"/> CREDIT CARD (Visa/MasterCard/Amex)	<i>J.H. Metrology will contact you for card information upon completion.</i>
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Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

## STANDARD OR RUSH SERVICE

<input type="radio"/> Standard turn-around time is (10) in-house business days	
<input type="radio"/> Next-On-Bench (1-3 Day) *	<input type="radio"/> RUSH (3-5 Day) *

\* Electrical Equipment - RUSH Next-on-Bench 1-3 day, based on technician and standards' availability, at an additional 40%, or \$28.00 fee, each instrument, whichever greater; 3-5 day turn-around at an additional 25%, or \$23.00 fee, each instrument, whichever greater.

\* Mechanical Equipment - RUSH Next-on-Bench 1-3 day, based on technician and standards' availability, at an additional 40%, or \$15.00 fee, each instrument, whichever greater; 3-5 day turn-around at an additional 25%, or \$10.00 fee, each instrument, whichever greater.

## RETURN SHIPPING OPTION

<input type="checkbox"/> Shipping & Handling Charge to Apply	<input type="checkbox"/> Ground <input type="checkbox"/> Express <input type="checkbox"/> Customer Pick-up <input type="checkbox"/> Other
<input type="checkbox"/> Use My Shipping Account	Carrier Name <input type="checkbox"/> FedEx <input type="checkbox"/> UPS <input type="checkbox"/> Other
	Account Number
	Service Type <input type="checkbox"/> Ground <input type="checkbox"/> Express <input type="checkbox"/> Other

**COMPLETE, PRINT THIS FORM, INCLUDE WITH YOUR INSTRUMENT (S).**

<b>SPECIAL REQUIREMENTS FOR CALIBRATION</b>		
<b>ITEM TO BE CALIBRATED</b>		
Turn-Around: <input type="radio"/> Standard (10 Bus. Days) <input type="radio"/> Next-On-Bench (1-3 day) <input type="radio"/> RUSH (3-5 day)		
Manufacturer	Model Number/Description	Serial Number #/Instrument ID #
Accessories		
<input type="checkbox"/> Calibration <input type="checkbox"/> Calibration with Data <input type="checkbox"/> Calibration with Data / 17025		
Turn-Around: <input type="radio"/> Standard (10 Bus. Days) <input type="radio"/> Next-On-Bench (1-3 day) <input type="radio"/> RUSH (3-5 day)		
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