

NCDA & CS, Standards Division, Standards Lab - Submitted Equipment Information Form

To provide the best service possible, the NCDA & CS Standards Laboratory requires completion of this form before equipment will be processed for testing. Please include a copy of the completed form with all shipments. **Failure to include the completed form will delay processing until the form is received.** (Ensure items are clean and suitable for testing or an additional \$70/hr fee may apply.) Call (919) 733-4411 for questions. Ship items to: NCDA&CS Standards Lab, 4040 District Drive, Raleigh, NC 27607. Due to safety considerations NCDA&CS Standards Laboratory personnel will not accept palletized or boxed shipments exceeding 3000 pounds per container. The completed form may be faxed to the Standards Laboratory at (919) 733-8804 on the highest resolution possible.

Customer Information (for certificate)

Billing Information

Organization Name _____	
Address 1 _____	
Address 2 _____	
City, State & ZIP _____	
Tech. Contact/Title _____ / _____	
Phone _____	
Fax _____	
E-mail _____	Purchase Order Number _____
Shipping Instructions _____	Authorized By (Name) _____
Customer Account <input type="checkbox"/> # _____	Prepay & Add <input type="checkbox"/> Collect <input type="checkbox"/>

Is Nuclear Regulatory Commission (NRC) 10CFR Part 21 compliance required by your company? (Circle the correct response) **Yes / No**
 Date Scheduled _____ Date Shipped _____ Date Needed _____

***** Fees Charged for Calibration Services *****			
Fees are doubled for standards used primarily outside of NC. There is a minimum charge of \$25.00 per invoice. Any special tests or additional work required will be billed at a rate of \$70 per hour with a minimum half-hour (\$35) charge. (See notes at bottom of second page for additional details.)			
Mass Calibration Nominal Weight Denominations <small>(Additional Charges Assessed for Adjustment if Required)</small>	Quantity		Price each ¹
	lbs	kg	
NC SOP 8: NIST Class F ASTM Class 5, 6, or 7 OIML M₁, M₂, or M₃	0 - 10 lbs / 0 - 5 kg		\$ 5
	11 - 100 lbs / 6 - 50 kg		\$ 10
	101 - 1000 lbs / 51 - 500 kg		\$ 20
	1001 - 2500 lbs / 501 - 1000 kg		\$ 30
	2501 - 6000 lbs / 1001 - 2500 kg		\$ 50
SOP 28: Mass Code Weighing Design³	0 - 2 lbs / 0 - 1 kg		\$30
	3 - 50 lbs / 2 - 30 kg		\$50
SOP 4: Weighing by Double Substitution	500 & 1000 lbs / 100, 200 & 250 kg		\$70
	2500 lbs		\$130
NC SOP 8: Weight Kits			Varies ⁴
NC SOP 46: Lottery Balls			\$5

Description	Calibration Fee	Quantity
SOP 33: NIST HB 105-8 Weight Carts	\$125 per Weight Cart (2000 - 6000 lbs) – Adjustment is Included in Price	
NC SOP 25 & 25A: Liquid-in-Glass, Digital, or Resistance Thermometers	\$40 per instrument plus \$20 per calibration point	
NC SOP 14, SOP 19 & SOP 26 Graduates, Flasks, Test Measures, and Provers List & Describe Each Item on Back	Volume Transfer Calibration (0 - 2000 gallons, 0 - 7500 liters)	Customary \$30 plus \$0.40 per gallon over 5 gallons
		Metric \$30 plus \$0.10 per liter over 20 liters
	Gravimetric Calibration (0 - 100 gallons, 0 - 500 liters)	Customary \$50 set up fee plus \$2.00 per gallon
		Metric \$50 set up fee plus \$0.50 per liter
	Small Volume Provers (SVPs) (0 - 100 gallons, 0 - 500 liters)	Customary \$100 set up fee plus \$2.00 per gallon
Metric \$100 set up fee plus \$0.50 per liter		

Where will the standards primarily be used? (please check the appropriate box) In North Carolina Outside of North Carolina
Special Instructions (Attachments may be used): _____

***** By my signature below, I certify that the information provided herein is correct. *****		
I understand that items not picked up within 30 days of test completion are subject to a storage fee of \$25 per day per item.		
Signature of Authorizing Agent _____	Printed Name _____	Date _____

