

NCDA&CS, Standards Division, Metrology Laboratory
Submitted Equipment Information Form for Test Measures

To provide the best service possible, the NCDA&CS Metrology Laboratory requires completion of this form before test measures will be processed for testing. **Failure to include the completed form will delay processing until the form is received.** Ensure test measures are clean, in good repair, and suitable for testing. Ship items to: NCDA&CS Metrology Lab, 4400 Reedy Creek Road, Raleigh, NC 27607. Please include a copy of the completed form with all shipments. The completed form also may be faxed to the Metrology Laboratory at (919) 831-1325 on the highest resolution possible. Call (984) 236-4800 if you have any questions.

Client Shipping Information

Client Billing Information

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

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.			
Description	Quantity	Calibration Fee	
Graduates, Flasks, Test Measures, and Provers List & Describe Each Item		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

Number	Manufacturer	Model Number	Serial Number	Capacity
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Where will the test measures 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. *****		
The North Carolina Metrology Laboratory adheres to the North Carolina Public Records Law. All correspondence to and from the laboratory, and any submissions, are subject to the North Carolina Public Records Law and be may be disclosed to third parties.		
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 _____

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North Carolina Metrology Laboratory Use Only

Reviewed by _____	Date _____	PO Reviewed (Y/N) _____	Past Due Invoice? _____
Scheduled Date _____	Anticipated Completion date? _____	Changes Communicated to Customer? _____	
Comments _____			