



Generic Calibration Request Form

Section 1: Company & Shipping Info

Purchase Order #:

Company Name:

Company Address (Street, City, State, Zip):

Technical Contact/End User Name:

Purchasing Contact:

Phone #:

Phone #:

Fax #:

Fax #:

Email:

Email:

Name on Certificate:

Address on Certificate (Street, City, State, Zip):

“Ship To” Name:

“Ship To” Address (Street, City, State, Zip):

Return Shipping Company (FedEx, UPS, etc.):

Return Shipping Method (1 day, 2 day, ground, etc.):

Customer’s Account Number:



Section 2: Calibration Information

Purchase Order #:

Company Name:

Manufacturer:

Model:

Serial Number:

Asset Number:

If unit has been previously calibrated at Liberty Calibration and same cal interval, cal standard, and cal requirements are needed please indicate so here and then sign & date at bottom of form:

Same as last year.

Otherwise, continue filling out the form below:

Calibration Standard – Include Date (ANSI C63.5-2006, SAE ARP 958, CISPR 16-1-4, or customer specified standard):

Calibration Interval (1 year, 2 year, Client Discretion):

Other Information/Notes:

Notes:

1. Please send a copy for each unit
2. If calibration standard is not listed, calibration will be performed to Liberty Labs default standard (ANSI C63.5-2006).
3. If calibration standard is customer's internal standard, a paper or electronic copy must be given to Liberty Labs.
4. All companies must complete and return our shipping waiver before units can be returned.
5. All information MUST be completed. If form is not completed and signed, calibration will be delayed.
6. A hardcopy purchase order or credit card info must be on file in order for calibration to be performed.

Customer Approval Signature

Date

Please email this form to quotes@libertycalibration.com for an estimate.