

### SERVICE REQUEST FORM

**To expedite your service:**

Please complete this form and include it with the unit(s) you are shipping.  
If the unit is for repair please give a detailed description of problem.  
No RMA number is required.

**Ship To:** Onsite Calibration Service, INC.  
308 New Venture Drive  
Louisville, KY 40214  
Attn: Service Dept.

**Phone:** (502) 361-9544  
**Fax:** (502)366-3764  
**Email:** onsite96@bellsouth.net

**Return Shipping Address:**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/ State/ Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Attention: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Billing Information:**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/ State/ Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Attention: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Purchase Order #:** \_\_\_\_\_

**Type of Calibration Requested:**  
(Please check appropriate box)

- Standard Calibration
- Before/ After Data (not available for all units, additional charges apply)
- ISO 17025 Accredited Calibration (please contact us before shipping)
- ANSI/NCSL Z540-1-1994 (please contact us before shipping)

**Calibration Interval (if different than 1 year):** \_\_\_\_\_

**Return Shipping:**

Most units are shipped back UPS ground unless requested.  
If you want to use a carrier other than UPS please include shipping label.  
We do not insure packages unless requested.

Shipping Insurance: Yes  Value \$ \_\_\_\_\_ No

**Please list item(s) being sent in for Calibration/ Repair:**

Manufacturer	Model#	Serial#	Accessories sent with unit
Shipping/Comments/Problems			

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