Calibration Request Worksheet

Customer facility:
Contact person:
PO Number:
Date:
Email/phone number:
Ship to address:

538 E. Hebron Street I Charlotte, NC 28273

Normal processing time is 7-10 working days except on outsource equipment
RUSH 3-4 business day Turnaround= 25% additional charge
RUSH Next business day Turnaround= 50% additional charge

Item ID # (required)	Item Description (for thread gages, please include complete description on gage, see below examples)	Manufacturer	Model #	Serial #	Grade or class of gage (if applicable)	Calibration Interval (1 year, 6 months etc.)	Type of calibration required: 17025 Accrediated or Standard (NIST)	Rush required: 3-4 days or Next business day
Example ID: 12345	9/16-18 UNF-2B or M8X1.5-6H Go/No-Go Thread Ring	Hemco	6-Dec	12345	Class X	12 Months	Standard	No