

Guidelines for best service and turnaround

Purchase Orders

Your purchase order can be e-mailed or faxed to Sales/Customer Service in advance or enclosed with the materials or instruments sent to LTI for services. To ensure that orders are processed correctly and efficiently, we need all pertinent information before a job begins. Please include all of the following applicable details about the services requested on your PO.

Specific Type(s) of Services Required: _____

Quantity of each service: _____

Specification/Requirements: _____

Number of samples/instruments: _____ **Number to be tested:** _____

Description of samples/instruments: _____

Material Type: _____ **Plate** _____ **Tube/Pipe** _____ **Wire** _____ **Shape** _____ **Other**

Material Size (e.g. thickness, diameter): _____

Quote Number/Cost & Test Code from LTI Price List: _____

Part Drawing (if applicable): _____

Special Instructions (if applicable): _____

(Calibration only)

Permission to subcontract order (if applicable): _____

Calibration Frequency (for reminder notices, if applicable): _____

Return Samples: ___ **Yes** ___ **No** **Return Extra Material (if applicable):** ___ **Yes** ___ **No**

Shipping Method/Destination: _____

Turnaround: *

- Standard
- Expedited Services: ** (Please call for availability)
 - ___ Same Day Rush
 - ___ Next Day Rush
 - ___ 2nd Day Rush
 - ___ 3rd Day Rush

* Order will be completed by 5:00 p.m. on the due date

** Material & Purchase Order must be received at LTI by 12:00 Noon to be considered as the first day of service

Contact: Name _____ Phone _____ E-mail _____

Billing Information: _____