

Guidelines for best service and turnaround

Purchase Orders

Calibration Services

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.

Type of Calibration Services Required:

- Instrument Calibration
- On-site Calibration
- New Instrument(s) / Part
- Instrument Repair

Description of Instrument(s) / Equipment (manufacturer, model #, grade / class of gages):

Quantity of each Instrument: _____

Quote Number / Cost from LTI Price List: _____

Special Instructions (if applicable): _____

Permission to subcontract order (if applicable): _____

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

Shipping Method / Destination: _____

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

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

* 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: _____