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 correct and efficient processing of orders, we need all pertinent information before a job begins. Please include all applicable details about the services requested on your PO or use this completed form as 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:**
- [ ] Standard
- [ ] Expedited Services: * (Please call for availability)
  - [ ] Same Day Rush
  - [ ] 1 Day Rush
  - [ ] 2 Day Rush
  - [ ] 3 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:** _________________________________________________________________

**PO Number:** ________________________________________________________________