Guidelines for best service and turnaround

**Purchase Orders**

**Destructive Testing / Specimen Machining**

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(s) of Testing and/or Machining Required:**

- [ ] Chemical Analysis  Type: ______________________  Quantity: ___________
- [ ] Corrosion Testing  Type: ______________________  Quantity: ___________
- [ ] Metallurgical Testing  Type: ______________________  Quantity: ___________
- [ ] Mechanical Testing  Type: ______________________  Quantity: ___________
- [ ] Specimen Machining  Type: ______________________  Quantity: ___________

**Specification / Requirements:**  __________________________________________________________

**Number of samples:** ____________________  **Number to be tested:** ____________________

**Material Description:** (e.g. content)  __________________________________________________

**Type:**  ______ Plate  ______ Tube/Pipe  ______ Wire  ______ Shape  ________________Other

**Specimen / Material ID#:**  __________________________________________________________

**Material Size** (e.g. thickness, diameter):  ________________________________________________

**Quote Number / Cost & Test Code (from LTI price list):**  _______________________________

**Part Drawing** (if applicable):  _______________________________________________________

**Special Instructions** (if applicable):  ___________________________________________________

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

**Shipping Method / Destination:**  ______________________________________________________

**Turnaround:**  [ ] Standard  
- [ ] Expedited Service: * (Please call for availability)  
  ____ Same Day Rush  ____ 2 Day Rush  
  ____ 1 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:**  ________________________________________________________________