

Apex Instruments Calibration Order Form

Apex Instruments, Inc.
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 Centennial, CO 80112
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 F. 303-221-0058
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 www.apex-instruments.com



THIS FORM MUST BE COMPLETED AND INCLUDED WITH SHIPMENT

Date: _____

Apex PO #: _____
 Apex Invoice #: _____
 Apex Salesperson: _____

	Bill to Information	Ship to Information (If Different)
Contact		
Company		
Address		
City		
State		
Zip Code		
Phone #		
Email		

Return via UPS Shipping (Please Check One) Red Blue Ground

If No Choice is Selected, Will Ship Ground

* Check to elect shipping insurance * (see note 4)

Payment Method		
Company PO #		
Credit Card	Credit Card #	
	Expiration Date	
	Verification #	

Mfg	Model	SN	Range/ Accessories Sent w/ Unit	Problem Description / Special Requests	Expedite? <small>(See Below)</small>

- Notes:
- 1) Expedite is classified as an additional 50% charge per item. The item will be placed next on bench.
 - 2) Payment is due prior to return shipment unless pre-approved customer.
 - 3) Form must be filled out in its entirety including PO number (unless paying by credit card, please specify).
 - 4) If shipping insurance is not elected, Apex Instruments is not responsible for lost or stolen packages after the parcel leaves our location. Insurance rates are based on replacement value of equipment.

I hereby authorize Apex Instruments Inc. to perform the services requested in accordance with this order form.

Name (If different from above): _____ Signature: _____