

Apex Instruments Calibration Order Form

Apex Instruments, Inc.
 7200 E. Dry Creek Road, C102
 Centennial, CO 80112
 P. 303-804-0667
 F. 303-221-0058
 Cal.lab@apex-instruments.com
 www.apex-instruments.com



*****PLEASE COMPLETE THIS FORM AND INCLUDE IT WITH SHIPMENT OF EQUIPMENT*****
**** FOR ISO17025 ACCREDITED CALIBRATIONS, PLEASE CONTACT APEX DIRECTLY****

DATE: _____

Date rec'd by Apex: _____

| Bill to Information | | Ship to Information (If Different) |
|---|--|------------------------------------|
| Contact Name | | |
| Company Name | | |
| Address | | |
| City | | |
| State | | |
| Zip Code | | |
| Phone # | | |
| Email | | |
| Return via UPS Shipping (Please Check One) Next Day Air <input type="checkbox"/> 2nd Day Air <input type="checkbox"/> Ground <input type="checkbox"/> UPS Collect Acct #: _____ * Check to elect shipping insurance * (see note 1) <input type="checkbox"/> | | |

| Payment Method (see note 2) | | |
|-----------------------------|-----------------|--|
| Company PO # | | |
| Credit Card | Credit Card # | |
| | Expiration Date | |
| | Verification # | |

| Mfg | Model | SN | Range/ Accessories Sent w/ Unit | Problem Description / Special Requests | Expedite? <small>(See note 3)</small> |
|-----|-------|----|---------------------------------|--|--|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

I pre-authorize any repairs that may be required totaling less than \$150. (Additional details on back. See note 5)

Please contact me prior to performing ANY repairs.

Please see the back of this form for notes and additional information.

Apex Instruments Calibration Order Form

Calibration Notes:

- 1) 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 and the costs associated are determined at time of shipping. Tracking information is available for all shipments upon request.
- 2) Please include a PO number or C.C. information. Payment is due prior to shipping except for pre-approved customers. If no payment information is provided, we will contact you for payment as applicable.
- 3) Expedited items incur an additional charge of 50% of the normal calibration price. The item will be placed next on bench.
- 4) By default, Apex Instruments will provide a "Due Date" on certificates and stickers that is 12 months from the completion date of the calibration. If you would like a calibration interval that is different than 12 months, please specify this request in the "Problem Description / Special Requests" box on page 1.
- 5) Some items may require repairs prior to performing calibrations. Repairs totaling less than \$150 may be pre-authorized on page 1 of this form. For repairs greater than \$150, Apex Instruments will request approval from the customer prior to performing the needed repairs. Any repairs that require return to the manufacturer will also require approval regardless of cost.
- 6) Items that require repair but are elected by the customer to be returned "As-Is" may incur an evaluation fee.
- 7) Shipping costs are calculated at time of shipping and will be billed at the time of invoicing. A UPS Collect account number may be provided on Page 1. All shipments will ship UPS Ground unless otherwise noted on Page 1.
- 8) Taxes may be applicable and will be billed at time of invoicing.
- 9) Unless otherwise contractually specified, a binary decision rule, utilizing simple acceptance, and simple rejection criteria will be used for the determination of compliance. When compliance statements are present, they are reported without factoring in the effects of uncertainty and the limits are defined by the manufacturer's stated accuracy.
- 10) This form is not valid for ISO17025 accredited calibrations. Please contact Apex Instruments directly for the appropriate form.
- 11) The receipt of this form by Apex Instruments represents acceptance of these terms by the identified customer.

Please make any additional comments or notes in the space provided below.

Confidentiality Notice:

Apex Instruments personnel will remain aware of the confidential nature of customer information learned during the course of conducting business and will not divulge such information without written consent from the customer. Care will be taken to ensure that all information and documents transmitted electronically, by fax, or in person, are received by the intended recipient and no others. Apex Instruments personnel will hold confidential all customer owned documents and information and if required, return to the customer after use.