



SERVICE DEPT. REQUEST & DECONTAMINATION FORM

QUOTE # _____

RESET FORM

PLEASE SHIP TO

Scientific Calibration
Attention: Service Department
14001 Weston Parkway
Suite 106
Cary, NC 27513

PRIMARY CONTACT

Name: _____
E-mail: _____
Phone: _____
Fax: _____

- Yes, I would like to update my contact information to reflect the information above.
 No, I do not wish to update the contact information on file.

SHIPMENT RETURN INFORMATION

Company: _____
Attention: _____
Address: _____
City, State, Zip: _____

SHIPPING METHOD

SCICAL's preferred carrier is UPS. To ship using any other method, please provide your account carrier and account number below.

- UPS
 Local
 Customer Account _____

BILLING ADDRESS

Same As Shipping Address

Company: _____
Attention: _____
Address 1: _____
City, State Zip: _____

BILLING INFORMATION

PO Number: _____ PO
Name: _____ MC
CC #: _____ Visa
Exp. Date: _____ Amex
Telephone: _____ Call

STATEMENT OF DECONTAMINATION

THIS SECTION MUST BE COMPLETED IN ORDER TO AVOID DELAYS IN PROCESSING YOUR ORDER.

This equipment has not been exposed to biohazards or radioactive materials.

This equipment has been decontaminated by the indicated method.

Instruments must be decontaminated.

- Ethylene Oxide Autoclave
 Biocides Ethanol/Alcohol
 Irradiation Other: _____

I declare the above information is correct and that, to the best of my knowledge, the items detailed are free from contamination. In the case where items were exposed to biological hazard sufficient precautions were taken to ensure that the items have been properly decontaminated and are safe for human handling.

Printed Name: _____ Position: _____
Signature: _____ Date: _____

FOR SCIENTIFIC CALIBRATION'S USE ONLY

Date Received: _____ Date Started: _____ # of Items Complete: _____
Parts Ordered: _____ Date Completed: _____ Technician Initials: _____

SERVICE LEVEL

Please specify set points & tolerance for equipment service.

SERVICE INTERVAL

- 3 Months
- 6 Months
- 12 Months

TERMS

AS FOUND - Measurement data recorded prior to repair or adjustment.
AS LEFT - Measurement data recorded after repair or adjustment.
TOLERANCE - The inaccuracy and imprecision of the pipette.

PREVENTATIVE MAINTENANCE - External and internal inspection for functionality and condition.
ISO 17025 - Records temperature and humidity.
ASTM E1154 - Standard specification for piston or plunger operated volumetric apparatus.

EQUIPMENT DETAIL

If tolerances are not specified, standard tolerances appropriate to the service level requested will be selected.

NUMBER	MAKE/MODEL	SERIAL NUMBER	REPAIR?	COMMENTS
1				
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