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In-Plant Equipment Check-List

Please complete the following information and return by fax along with a copy of your purchase order. Please note: It is DOX company policy to receive a purchase order prior to the scheduling of any service work.

Company Name: _____ Current Date: _____

Contact #1: _____ Contact's Email: _____ #2: _____

Company's Hours/Days of Operation: _____ Does Company have multiple shifts? NO If YES, Details: _____

Telephone Number: _____ Fax Number: _____

Ship to Address: _____
 (street) (city) (state) (zip)

Bill to Address: _____
 (street) (city) (state) (zip)

Please circle one of the following:

Our equipment needs: Calibration Only OR Calibration / Repair

Note: If we are scheduled for a Calibration Only, we will be unable to repair any out of tolerance equipment due to scheduling conflicts.

Equipment calibration due date: _____ Last Calibration/Repair Date: _____
 (Date equipment certificate expires.)

Please attach equipment list for calibration or for quoting purposes. (Type of Equipment, MFG, Model, Serial Number, etc)

Special Circumstances, such as environmental, etc: _____

ADDITIONAL INFORMATION:

Are there multiple locations? _____ If yes, please attach list with address of additional locations and equipment at location.

What dates are the equipment available for our engineers to perform service? _____

Days/Hours: _____

Will there be multiple purchase order's for your company? _____

***PLEASE NOTE :** 1) Repairs can only be performed on equipment that are covered on the Purchase Order. If your equipment is not listed on the Purchase Order they can only be calibrated and issued an "AS IS" certificate. However, if such equipment requires repairs, the equipment must be properly scheduled and a new quote provided for the additional work. A return trip will then be scheduled at your expense. Charges will be invoiced based on all work completed on initial visit. If metrologists are asked to re-schedule per customer, a Minimum Job Charge will be billed. 2) Certificate / Calibration Reports & Calibration Stickers will only have the re-inspection or due date issued when stated on Purchase Order, prior to our arrival, due to ISO/IEC 17025 requirements. 3) *The instrument will be calibrated per OEM specifications and ASME B89.4.1-1997 with standards traceable to the National Institute of Standards and Technology (NIST). This calibration is certified to ISO 17025:1999(E). If the machine will not meet specifications, you will be notified in writing of the nature of the problems and to the remedial repairs needed to correct. These additional repairs (not listed as part of this quotation) will require a separate purchase order and will be invoiced at our current standard field service rates. 4) The prices shown here are firm for 30 days from date of quotation. Quotations and proposals are subject to our standard terms and conditions of sale. Our standard payment terms are Net 30 days.

Quality Manager: _____ Quality Manager's Email: _____

PO#: _____ Date: _____ Payment Terms: DOX payment terms are Net 30 days.

Interested in DOX Calibration's expanded Calibration Capabilities: YES NO.

Interested please forward a detailed Measuring & Test Equipment list to management@doxcalibration.com.

QAF9636

CALIFORNIA ILLINOIS OHIO NEW YORK WISCONSIN