

NCDA & CS, Standards Division, Standards Lab - Submitted Equipment Information Form

To provide the best service possible, the NCDA & CS Standards Laboratory requires completion of this form before equipment will be processed for testing. Please include a copy of the completed form with all shipments. **Failure to include the completed form will delay processing until the form is received.** (Ensure items are clean and suitable for testing or an additional \$70/hr fee may apply.) Call (919) 733-4411 for questions. Ship items to: NCDA&CS Standards Lab, 4040 District Drive, Raleigh, NC 27607. Due to safety considerations NCDA&CS Standards Laboratory personnel will not accept palletized or boxed shipments exceeding 3000 pounds per container. The completed form may be faxed to the Standards Laboratory at (919) 733-8804 on the highest resolution possible.

Client Shipping Information

Client Billing Information

Organization Name _____	
Address 1 _____	
Address 2 _____	
City, State & ZIP _____	
Tech. Contact/Title _____ / _____	
Phone _____	
Fax _____	
E-mail _____	Purchase Order Number _____
Website URL _____	Authorized By (Name) _____
Shipping Instructions _____	Prepay & Add <input type="checkbox"/> Ship Collect <input type="checkbox"/> Bill Customer Account <input type="checkbox"/>

Is Nuclear Regulatory Commission (NRC) 10CFR Part 21 compliance required by your company? (Circle the correct response) **Yes / No**

Date Scheduled _____ Date Shipped _____ Date Needed _____

***** Fees Charged for Calibration Services *****			
Fees are doubled for standards used primarily outside of NC. There is a minimum charge of \$25.00 per invoice. Any special tests or additional work required will be billed at a rate of \$70 per hour with a minimum half-hour (\$35) charge. (See notes at bottom of second page for additional details.)			
Mass Calibration Nominal Weight Denominations (Additional Charges Assessed for Adjustment if Required)	Quantity		Price each ¹
	lbs	kg	
0 – 10 lbs / 0 – 5 kg			\$ 5
11 – 100 lbs / 6 – 50 kg			\$ 10
101 – 1000 lbs / 51 – 500 kg			\$ 20
1001 – 2500 lbs / 501 – 1000 kg			\$ 30
2501 – 6000 lbs / 1001 – 2500 kg			\$ 50
Weight Kits			Varies ²
Lottery Balls			\$5

Description	Quantity	Calibration Fee	
NIST HB 105-8 Weight Carts		\$125 per Weight Cart (2000 lb to 6000 lb) – Adjustment is Included in Price	
Graduates, Flasks, Test Measures, and Provers List & Describe Each Item on Back		Volume Transfer Calibration (0 – 2000 gallons, 0 – 7500 liters)	Customary \$30 plus \$0.40 per gallon over 5 gallons Metric \$30 plus \$0.10 per liter over 20 liters
		Gravimetric Calibration (0 – 100 gallons, 0 – 500 liters)	Customary \$50 set up fee plus \$2.00 per gallon Metric \$50 set up fee plus \$0.50 per liter
		Small Volume Provers (SVPs) (0 – 100 gallons, 0 – 500 liters)	Customary \$100 set up fee plus \$2.00 per gallon Metric \$100 set up fee plus \$0.50 per liter

Where will the standards primarily be used? (please check the appropriate box) In North Carolina Outside of North Carolina

Special Instructions (Attachments may be used): _____

***** By my signature below, I certify that the information provided herein is correct. *****		
I understand that items not picked up within 30 days of test completion are subject to a storage fee of \$25 per day per item.		
Signature of Authorizing Agent _____	Printed Name _____	Date _____

