

## 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)	NIST Class F ASTM Class 5,6,or 7 OIML M <sub>1</sub> , M <sub>2</sub> , or M <sub>3</sub>			ASTM E617 Class 4			Mass Calibration Nominal Weight Denominations  (Additional Charges Assessed for Adjustment if Requested)	Precision Mass Calibration Values with Uncertainty		
	Quantity		Price	Quantity		Price		Quantity		Price
	lbs	kg	each (1)	lbs	kg	each (1)		lbs	kg	each (1)
0 – 10 lbs / 0 – 5 kg			\$ 5			\$ 10	0 – 20 lbs / 0 – 10 kg			\$ 20
11 – 100 lbs / 6 – 50 kg			\$ 10			\$ 20	21 – 50 lbs / 11 – 30 kg			\$ 40
101 – 1000 lbs / 51 – 500 kg			\$ 20			\$ 40	51 –1000 lbs / 31 – 500 kg			\$ 70
1001 – 2500 lbs / 501 – 1000 kg			\$ 30			\$ 60	1001 –2500 lbs / 501 –1000 kg			\$ 130
2501 – 6000 lbs /1001 –2500 kg			\$ 50			\$ 100	2501 –6000 lbs / 1001 –2500 kg			\$ 200
Weight Kits			(2)			(2)	Weight Kits			(2)
Lottery Balls			\$5							
Mass Code Weighing Designs (3)	0 – 2 lbs / 0 – 1 kg					\$30	3 –50 lbs / 2 –30 kg			\$50
Description	Quantity		Calibration Fee							
<b>NIST HB 105-8 Weight Carts</b>			\$125 per Weight Cart (2000 lb to 6000 lb) – Adjustment is Included in Price							
<b>Graduates, Flasks, Test Measures, and Provers (4)</b> 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			
			Setup \$ 40, each test point \$20, resistance thermometer coefficient calculation report \$100							
<b>Steel Tapes or Rulers</b>			Setup \$ 40, each interval \$10							

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. \*\*\*\*\*

Signature of Authorizing Agent _____	Printed Name _____	Date _____
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