



**MAIL IN SERVICE FORM**

WRITE "YES" IF YOU WANT  
**EXPEDITED SERVICE\***   
 SEE BELOW FOR DETAILS AND FEES

Company Name:			
Street (Shipping):		Dep't:	
City, State, Zip:		Room/Lab:	
Contact:		E-Mail:	
Phone:		Fax:	

Check if billing is the same as shipping

Street (Billing):			
City, State, Zip:		Phone:	
Contact:		Fax:	
Return Shipping (Circle One):		Additional Insurance?	\$
Overnight	2 Day Exp	Ground	

PAYMENT INFORMATION			
P.O. Number:		Credit Card Type (Circle One):	<input type="checkbox"/> Visa <input type="checkbox"/> M/C <input type="checkbox"/> Amex
Credit Card#:		Cardholder Name:	
Expiration Date:		Authorizing Signature:	

Pipettes:

Level One – Single \$33 Qty: \_\_\_\_\_, Multichannel (8 or 12ch) \$125 Qty: \_\_\_\_\_ or end channels only \$65 Qty: \_\_\_\_\_  
 Level One Service includes PM, Calibration and "AS-FOUND" and "AS-LEFT" Data Reports.

Level Two – Single \$28 Qty: \_\_\_\_\_, Multichannel (8 or 12ch) \$95 Qty: \_\_\_\_\_ or end channels only \$55 Qty: \_\_\_\_\_  
 Level Two Service includes PM, Calibration and "AS-LEFT" Data Reports.

Level Three – Single \$18 Qty: \_\_\_\_\_, Multichannel (8 or 12ch) \$45 Qty: \_\_\_\_\_  
 Level Three Services includes PM, Calibration and a Certificate of Calibration.

Please include several tips commonly used in your lab with your pipettes, for validation purposes.

Other Calibrations:

- Temperature -- Liquid in Glass Thermometers, 3 points - \$40 Qty: \_\_\_\_\_
- Temperature Meter and Probe (TC, RTD type) 3 points - \$65 Qty: \_\_\_\_\_ Probe only, 3 Points - \$45 Qty: \_\_\_\_\_
- Temperature Thermo Hygrometer (Temp & Humidity), 1 Point -\$45 Qty: \_\_\_\_\_,
- Pressure Gauges 0 - 300 PSIG, 3pts - \$45 Qty: \_\_\_\_\_
- Timers and Stopwatches - \$20 Qty: \_\_\_\_\_ with battery change \$30 Qty: \_\_\_\_\_
- Mass - Individual Weights, 1mg - 200g - \$35 each Qty: \_\_\_\_\_

Recalibration frequency (circle one):	3 Months	6 Months	12 Months	Other: _____
Comments/Special Notes/Special Calibration Points:				

Services Performed Onsite Only: Balances, Microscopes, Centrifuges, Ovens, Refrigerators, Incubators – Call for Pricing

**Please include this form with your Calibration Work Order – BTS-FORM-1200 v2.0**



**STATEMENT OF DECONTAMINATION**

Company Name:			
Company Address:		Phone:	
End User Name:		Date:	
Method of Sterilization (Circle One): Autoclave Ethylene Trioxide Irradiation Biocides Other: _____			

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

\*We can provide you with EXPEDITED SERVICE on most calibrations for an additional charge of \$75.00 (per fee limits: 50 pipettes Level Three, 25 pipettes Level Two and 15 pipettes Level One, on Multi-channels each channel is considered a pipette). The turnaround time is one business day, excluding weekends and legal holidays, provided the items are received in our laboratory before 2:00 p.m. (EST), otherwise, the turnaround time is two business days. "Turnaround time" is defined as the actual or realized chronological length of service time in our facility excluding transportation or shipping time.

Disclaimer: This is not an absolute guarantee and Bio-Tek Services, Inc. will use all reasonable efforts to meet the expressed time for performance. Bio-Tek Services, Inc. reserves the right to void this service offer or adjust the fees and other charges for any reason including large quantities of instruments. Customer will be notified of all exceptions, changes, or increase in service fees using every reasonable means of communication. The Company's liability to the Client or any third party, for a claim of any kind arising as a result of or related to any product or service provided by Bio-Tek Services, Inc., whether in contract, in tort (including negligence or strict liability) or otherwise, under any warranty, condition or guarantee or otherwise, shall be limited to the cost of this service or \$75.00, whichever is greater. Bio-Tek Services, Inc. assumes no liability or responsibility for damages or errors incurred during shipping or transit. Such damages or errors must be claimed against the carrier. Due to a high rate of lost, misdirected and delayed deliveries, utilizing the U.S. Postal Service for package delivery is not recommended.

CALL OUR LAB MANAGER WITH ANY QUESTIONS OR SPECIAL NEEDS: 804-222-5833

Send To:	Bio-Tek Services, Inc. Contact Information
Bio-Tek Services, Inc. Calibration Laboratory 5310 South Laburnum Ave. Richmond, VA 23231	Contact Name: Calibration Manager Phone Number: (804) 222-5833 Fax Number: (804) 222-5360 E-Mail Address: calibration@biotekservices.com

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