



Calibration Work Order Form

Company Name			
Shipping Address			
Contact Person		Phone Number	
Fax Number		E-Mail Address	

PAYMENT INFORMATION			
<input type="checkbox"/> Vinquiry Account		<input type="checkbox"/> Credit Card	<input type="checkbox"/> Enclosed is a check payable to Vinquiry
Credit Card Info: <input type="checkbox"/> Visa		<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express
Credit Card Account #		Expiration Date	
Cardholder Name		Cardholder Signature	

SEND TO
Vinquiry, Inc. ATTN: Calibration Service 7795 Bell Road Windsor, CA 95492 Phone Number: 707-838-6312 Fax number: 707-838-1765

If you are shipping MULTIPLE instruments with various service level requirements, each item should be SEPARATED and CLEARLY labeled with the Level of Service inside the shipping container.
 Complete the attached form titled, "CALIBRATION ASSET LIST and STATEMENT OF DECONTAMINATION."

<input type="checkbox"/> <i>pH Meter Calibration</i>	QTY: ____ \$115.00 One Channel	QTY: ____ \$120.00 Two Channel
<input type="checkbox"/> <i>Balance Calibration</i>	QTY: ____ \$75.00 Portable Digital	QTY: ____ \$120.00 Mechanical
<input type="checkbox"/> <i>Refractometer Calibration</i>	QTY: ____ \$35.00	
Special arrangements for instrument repair can be made. Price on a per project basis.		

VINQUIRY

Pipette Service Level III QTY: ____ \$37.00 Single Channel QTY: ____ \$65.00 Multi-Channel
 ♦ This service includes only “as left” data utilizing a 4-4-4 measurement structure (4 readings at 3 different volumes). This program is designed as a verification/validation service only.

Pipette Service Level IV QTY: ____ \$29.00 Single Channel QTY: ____ \$35.00 Multi-Channel
 ♦ This service includes only “as left” data utilizing a 1-1-1 measurement structure (1 reading at 3 different volumes). Multi-Channel instruments are assessed using only the center channel. The instrument is adjusted into tolerance and a leak check is performed. The certificates are handwritten and not generated electronically.

Pipette Service (Additional Test Points) QTY: ____ \$5.00 Single Channel

Points	Custom/Additional Pt(s) - Volume
1	
2	
3	

*Check this box to pre-authorize pipette repairs that are deemed necessary by the technician servicing your instrument.

*Additional Pipette Repair Charges	
Category #1	No charge (Includes seals and O-rings where not part of a nose cone)
Category #2	\$35.00 Charge Intermediate repair (includes most repairs such as nose cones, ejector, sleeves, pistons & springs and plungers)
Category #3	\$50.00 Charge Advanced repairs (seal kits, pistons, micrometers, nose cone sets)
Category #4	Repairs will be quoted prior to service being performed such as Pico boards or other electronic parts

Calibration Asset List and Statement of Decontamination

Date			
Company Name		Company Address	
End User Name		End User Phone #	

Instrument	Model #	Serial #	List Hazardous fluids that the instrument was exposed to:
<input type="checkbox"/> SEE ATTACHED LIST. (If there are more than 10 instruments, please attach and sign a list of the serial numbers.)			

Vinquiry reserves the right to reject service if the product appears to be contaminated.

Method of Sterilization:				
<input type="checkbox"/> Ethylene Trioxide	<input type="checkbox"/> Irradiation	<input type="checkbox"/> Autoclave	<input type="checkbox"/> Biocides	<input type="checkbox"/> Other: _____

I certify that the aforementioned pipettes/instruments are free of any radioactive or biohazardous contaminants and are safe for human handling.

Signature: _____ Title: _____ Date: _____

Please Include this Form with Your Calibration Work Order