

Indiana Standards Laboratory

2919 Shelby Street
Indianapolis, IN 46203

www.IndianaStandards.com
service@indianastandards.com
Tel: (317) 787-6578
Fax: (317) 787-6580

Please complete the following information regarding invoicing and return to service@indianastandards.com.

Thank you for your business!

Sincerely,

Indiana Standards Laboratory

INVOICE APPROVAL FORM

Company Name: _____

Accounts Payable Contact & Phone Number: _____

Billing Address: _____

How would you like to receive invoices? Circle One: Email Mail Both

Email Address: _____

Approved By: _____

Date: _____

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CUSTOMER CERTIFICATE REQUIREMENTS

Company Name: _____
 Address: _____

 Completed By: _____
 Title: _____
 Phone: _____ Ext: _____ Fax: _____

Since each customer's needs are unique the following certificate options are available on your ISO/IEC 17025 accredited certificate. Your response will be noted in our database as your default requirements unless otherwise specified on your individual purchase orders.

- Indicate if you require a statement of In-tolerance/Out-of-tolerance for received condition, normally this is requested.
- The Test Numbers of the standard to calibrate equipment is always listed on the certificate.

Certificate Type	Description	Cost	Check Cert Type (select all that apply)
BASIC	With instrument specifics, conditions, dates	No Charge	
BAR	With actual calibration data (before & after readings)	\$15.00	
TR	With full identification of standards used	\$10.00	
TU	With expanded test uncertainty	\$10.00	
DT	With BAR & TR (our most popular format)	\$25	
LONG FORM	With all of the above (Long Form)	\$35	

Please acknowledge receipt of this notification by signing and dating below and returning via email or fax, information located in the header.

 Signature

 Date

 Email address

We look forward to your business.

Kathleen M. Meyers-Quality Manager