

Colorado Metrology Laboratory Work Request Form

To provide the best service possible, the Colorado Metrology Laboratory recommends 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 additional fees will apply. Please see [Standard Condition/Cleaning](#) for more information. Ship items to: Measurement Standards, 3125 Wyandot Street, Denver, CO 80211. [Contact us](#) for questions about this form.

For customers wishing to use a different name or address to billing, please use the "Customer Billing/Third Party" portion below. This also applies to third party company's submitting standards for other customers.

For large mass (50 lb — 5,000 lb & weight carts)

- Deliveries and pickups are limited to Fridays only, unless pre-approved by a lab metrologist.
- Standards must be delivered on an open-bed truck or a truck with a lift-gate. An overhead hoist is available.
- Truck maximum length is 45 feet (including the cab), due to limited street access.
- **Any deviation from the above guidelines, the shipment will be refused and sent back to the customer.**

Note: All fields in red are required fields.

Have you received a "reminder postcard" for this order? Yes No [what is a reminder postcard?](#)

Customer Shipping Information

Organization Name

Address 1

Address 2

City, State, ZIP

Contact Name

Contact Title

Phone

Fax

E-Mail

Customer Billing/Third Party Information

Purchase Order #

Organization Name

Address 1

Address 2

City, State, ZIP

Contact Name

Contact Title

Phone

Fax

E-Mail

Items to be tested/calibrated

Brief Description of items. Serial numbers, denominations, class, and any other pertinent information is strongly encouraged.

Shipping Information

Shipments which do not include a freight account number will be returned via best method and shipping charges added to the calibration invoice. For large mass, the shipper which brought the items will be contacted to return them to the owner "freight collect".

Shipping Company

Account Number

Value of item(s)