

## Instructions for Returning an Instrument for Calibration.

We request a hardcopy of a purchase order including;

1. A purchase order number.
2. Complete Billing address and contact information, including an **email address**.
3. Complete Shipping address and attention to information, including a phone number.
4. A reference line to each instrument which is being calibrated and the price.

(EX.)

IMD-1 Calibration	\$125.00
EVA-625 Calibration	\$275.00

5. If any repairs may be needed, it is helpful to put in an additional line authorizing repairs up to a certain dollar amount, otherwise we would contact you with an estimate for an approval and then ask for an adjustment to the original Purchase Order.

Repair to tools not to exceed \$200.00

6. Finally, we typically ship against the customer's Fedex or UPS account. **Please include the account number and the method** by which you would like the instrument shipped, such as 2nd day or 3rd day. Our Policy is to ship some form of Air, 3rd day or faster.

Our turn around time is approx. 14-21 business days, **if there is a more urgent need**, please include this information with the instrument as well and we will do our best to meet your desired schedule.

**If paying by credit card**, we still need all of the information above but it does not require an official purchase order number. We would call you prior to shipping and process your card over the phone.

You would ship the instrument to:

Physical Measurement Technologies, Inc.  
Attn: Calibration  
4 Ling Street  
Marlborough, NH 03455