

METTLER TOLEDO

Weight Calibration Request Form

1150 Dearborn Drive, Worthington, Ohio 43085 Tel. (800) 638-8537 Fax (614) 438-4525

Date: _____

Service Order No.: _____

Customer PO No.: _____

Customer Information		Name & Address Printed on Certificate	
Contact Name		Company	
Shipping Address		Address	
Phone	Fax	Email	

Special Instructions

Weight Calibration Information

To ensure proper calibration, a copy of the previous certificate is required. The tolerance class (ASTM Class 1, 2, OIML E2, NIST Class F etc.) may be found on the original calibration report furnished at time of purchase (preferred), on a subsequent calibration report or on your last calibration certificate. Some manufacturers put this information on the weight case label.

Range/Value of Weights	Serial Number	Asset Number	No. of Weights	Weight Class
Example: 1mg-100g	543210	7452	21	ASTM Class 3

*Additional weights can be entered on page 3

Have these weights been exposed to hazardous materials? ☐ Yes ☐ No

If yes, please fill out a METTLER TOLEDO Statement of Decontamination form VF0026 and include a copy of this form and your order along with your weights. For the VF0026 form visit www.mt.com/statementofdecontamination.

My signature is an acknowledgement that I have approved all services requested on this form.

Signature	Title	Date
Print Name	Print Title	

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Weight Calibration Includes Adjustment

1. If a weight is found out of tolerance, what should we do?

- ☐ I would like any out of tolerance non-adjustable weights replaced automatically after As-Found testing.
- ☐ I would like any out of tolerance adjustable weights to be adjusted after As-Found testing.
- ☐ Do not replace, just report the calculated value and the out-of tolerance condition.
- ☐ I would like any missing weights replaced automatically.

Failure to have Out of Tolerance weights adjusted or replaced automatically, as defined above, will eliminate the possibility of a 10 day turnaround time.
Note: 10 day turnaround is defined as 10 business days, excluding weekends and holidays, from receipt of the weights at our location to the return shipping date.

2. Documentation Required (Please check only one option)

- ☐ A2LA Certificate (ISO/IEC 17025 Accredited)
- ☐ Basic Calibration Certificate (Provides NIST Traceability not valid for ISO17025)

3. Recalibration Frequency (Please check only one option)

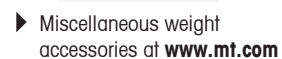
- ☐ 1 Year
- ☐ Other (Please Specify): _____

4. Shipping Instructions (If not specified, METTLER TOLEDO will ship order UPS 2nd Day and invoice)

- UPS ☐ Overnight ☐ 2nd Day ☐ Ground Bill Sender's Account No.: _____
- FedEx ☐ Standard ☐ Priority ☐ 2nd Day Bill Sender's Account No.: _____

NOTE: An account number must be provided for anything other than UPS 2nd Day. METTLER TOLEDO can not ship via Purolator Courier to Canadian customers.

5. Additional Products to Purchase



*Prices subject to change

6. Ship weights to the following address

METTLER TOLEDO Weight Calibration Program
1150 Dearborn Drive
Worthington, Ohio 43085

Please write the Service Order Number on the outside of the carton(s).

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Packing Instructions

The proper packing of your weights is critical to making sure your weights arrive undamaged.

Please take care to follow the instructions below to protect your shipment.

Weight Sets (200g and smaller)

1. Please tape the weight box closed
2. Place the weight box in a plastic bag and tape shut (This prevents any weights from being lost if the box comes open in shipping)
3. Photo copy the current calibration certificate and enclose in your shipment (This will answer any questions which may arise)
4. Place the weight set and sign the completed weight calibration form into an oversized shipping box
5. Place additional packing material around the weight box
6. If your calibration order requires more than one shipping box please label the boxes 1 of X, 2 of X, etc.
7. Please write your Service Order Number on the outside of the box
8. Address your shipment to:
METTLER TOLEDO Weight Calibration Program
1150 Dearborn Drive
Worthington, Ohio 43085

Weight Sets (500g and larger)

1. Remove any weights larger than 500g from the weight box
2. Wrap each individual weight with lint free material i.e. Kimwipe, etc.
3. Place each individual wrapped weight in a separate plastic bag
4. Photo copy the current calibration certificate and enclose in your shipment (This will answer any questions which may arise)
5. Pack the individual weights separately from the weight box labeling the boxes, 1 of X, 2 of X, etc.
6. Place the completed weight calibration form into one of the shipping boxes
7. Place weights in an oversized box placing additional packing material around the weights and weight box
8. Please write your Service Order Number on the outside of the box
9. Address your shipment to:
METTLER TOLEDO Weight Calibration Program
1150 Dearborn Drive
Worthington, Ohio 43085

Individual Weights (smaller than 2kg)

1. Please tape the weight box closed
2. Place the weight box in a plastic bag and tape shut (This prevents any weights from being lost if the box comes open in shipping)
3. Photo copy the current calibration certificate and enclose in your shipment (This will answer any questions which may arise)
4. Place the weight set and sign the completed weight calibration form into an oversized shipping box
5. Place additional packing material around the weight box
6. If your calibration order requires more than one shipping box please label the boxes 1 of X, 2 of X, etc.
7. Please write your Service Order Number on the outside of the box
8. Address your shipment to:
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1150 Dearborn Drive
Worthington, Ohio 43085

Individual Weights (larger than 2kg)

1. Remove any weights larger than 2kg from the weight box
2. Wrap each individual weight with lint free material i.e. Kimwipe, etc.
3. Place each individual wrapped weight in a separate plastic bag
4. Photo copy the current calibration certificate and enclose in your shipment (This will answer any questions which may arise)
5. Pack the individual weights separately from the weight box labeling the boxes, 1 of X, 2 of X, etc.
6. Place the completed weight calibration form into one of the shipping boxes
7. Place weights in an oversized box placing additional packing material around the weights and weight box
8. Please write your Service Order Number on the outside of the box
9. Address your shipment to:
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