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| **Service Order Request - Traveller**(To be included with the shipment of equipment sent for calibration at any of our calibration laboratories.)Please use this traveller (or equivallent) if you are not yet using the functions included in MIO (Metech Instrument Organizer).[To find out more about MIO please visit our website](https://elementmetech.com/sv/matdonsregister-mio/) or contact sales.se@element.com **Please complete the applicable information on page 1 and for the type of instrument you wish to calibrate on page 2.** This form may also be used as your Purchase Order if you do not intend to send one separately.(If so, please make sure to also complete the section regarding billing information requested below!) |

 **Customer Company Information [mandatory \* ]**

|  |  |  |
| --- | --- | --- |
| **Company Name \***  | **Quote No / Customer No\*** | **Date of order** |
|  | / |  |
| **Billing \* -** (if your own PO is not included in package, please fill out PO number below for invoice traceability)  |
| **Your Purchase Order number\*** | **Owner** (name of contact person / dept) **\*** | **Company Invoice Email** (if available) |

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| **Express handling -** (prior to requesting express handling – contact your calibration laboratory to schedule this)  |
| [ ]  - (marking this box will affect the pricing of the service) |

**For our feedback to you [mandatory \* ]**

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| **Order Confirmation \* -** (will be sent out when the equipment is physically registered at the calibration laboratory) |
| **Email:**  |
| **Digital delivery of calibration certificate \*** (If necessary, during our calibration service we might need to contact this person to expedite any interruptions) |
| **Email:**  |
| **Name:**  | **Phone Number:**  |
| **Return delivery address \* -** (if you already have a quote or are also sending a separate PO, with the correct information, leave empty) |
| **Street address: Postal Code / City:****Label on package:**  |
| **Return Shipment \* -** (select one)  |
| **Element preferred forwarder** [ ]  | **Use below freight account** [ ]  | **Pick up at Element** [ ]  |
| Element will select the forwarder based on type of equipment / location.  | (Forwarder/ Customer number)-- | Collected by you based on separate agreement with local customer support.  |
| **Remark or other information we may need from you.**  |
| **-****-****-****-** |

**Service Order Request - Traveller**Individual service related information we need about your equipment.
\*If you already have a MIO ID (typically assigned ones calibrated by Element) you may skip field 2-9.

**Specific individual information**

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| --- | --- | --- | --- |
| **1. Mio ID** | **2. Item No** (from quote) | **3. Your ID** (if available) | **4. Serial Number** |
| M  |  |  |  |
| **5. Description / Type** | **6. Manufacturer** | **7. Model / Measuring Range** |
|  |  |  |
| **8. Calibration Interval**  | **9. Other Information** - (e.g. specific measuring points, accessories) |
| [ ]  6 months [ ]  12 months [ ]  \_\_\_ months |  |
| [ ]  Accredited calibration | [ ]  Calibration (traceable including data) | [ ]  Control of instrument |
| [ ]  Repair (please specify\*) | [ ]  Other service (please specify\*) |
| \*Specific information (regarding repair or other service) |

|  |  |  |  |
| --- | --- | --- | --- |
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| M  |  |  |  |
| **5. Description / Type** | **6. Manufacturer** | **7. Model / Measuring Range** |
|  |  |  |
| **8. Calibration Interval**  | **9. Other Information** - (e.g. specific measuring points, accessories) |
| [ ]  6 months [ ]  12 months [ ]  \_\_\_ months |  |
| [ ]  Accredited calibration | [ ]  Calibration (traceable including data) | [ ]  Control of instrument |
| [ ]  Repair (please specify\*) | [ ]  Other service (please specify\*) |
| \*Specific information (regarding repair or other service) |

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| --- | --- | --- | --- |
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| [ ]  6 months [ ]  12 months [ ]  \_\_\_ months |  |
| [ ]  Accredited calibration | [ ]  Calibration (traceable including data) | [ ]  Control of instrument |
| [ ]  Repair (please specify\*) | [ ]  Other service (please specify\*) |
| \*Specific information (regarding repair or other service) |