



**METROLOGY LABORATORY**  
**Calibration request**  
**MASS CALIBRATION**

IL Department of Agriculture  
 Metrology Laboratory  
 801 E. Sangamon Ave.  
 Springfield, IL 62702-1812  
 E-Mail : AGR.Metrology@illinois.gov  
 Phone: 217-785-8480

Please send this completed form to AGR.Metrology@illinois.gov. We will email you with a calibration date.

Customer Contact			
Customer Name		Contact Person	
Address		Contact E-Mail	
City, State, Zip		P. O. #	
Telephone		Invoice #	

Test Weights					
Quantity	Nominal Mass	Class	(M) Metric or (C) Customary	Manufacturer	Serial Number Range
					to
					to
					to
					to
					to

Test Weight Kits					
Serial Number	Class	Total No. Weights	(M) Metric or (C) Customary	Manufacturer	Nominal Mass Range
					to
					to
					to
					to
					to

Test Weight Carts						
Quantity	Nominal Mass	Class	(M) Metric or (C) Customary	Manufacturer	Serial Number	License Plate

Other Test Items or Comments	Special Instructions	Misc
	<input type="checkbox"/> Cleaning Required <input type="checkbox"/> Painting Required <input type="checkbox"/> Repair Required <input type="checkbox"/> _____	Customer ID #:  Date Last Calibrated:

Transfer of Custody								
Submitted By		Date	Time	Received By		Date	Time	Shipment
Returned By		Date	Time	Received By		Date	Time	Shipment

For Metrology Lab Use Only						
Condition Received	Testing Dates		Calibration Status	Service	# Hours	Charge (\$)
	Started	Completed				
<input type="checkbox"/> Acceptable			<input type="checkbox"/> As Found	Cleaning		\$
<input type="checkbox"/> Damaged			<input type="checkbox"/> Adjusted	Testing		\$
	IL Calibration Certificate #		<input type="checkbox"/> Not Calibrated	Shipping		\$
				<b>Total</b>		<b>\$</b>