

Guidelines for best service and turnaround

Purchase Orders

Your purchase order can be e-mailed or faxed to Sales/Customer Service in advance or enclosed with the materials or instruments sent to LTI for services. To ensure correct and efficient processing of orders, we need all pertinent information before a job begins. Please include all applicable details about the services requested on your PO or use this completed form as your PO.

Specific Type(s) of Services Required: _____

Quantity of each service: _____

Specification / Requirements: _____

Number of Samples / Instruments: _____ **Number to be tested:** _____

Description of Samples / Instruments: _____

Material Type: _____ **Plate** _____ **Tube/Pipe** _____ **Wire** _____ **Shape** _____ **Other**

Specimen / Material ID#: _____

Material Size (e.g. thickness, diameter): _____

Quote Number / Cost & Test Code (from LTI price list): _____

Part Drawing (if applicable): _____

Special Instructions (if applicable): _____

(Calibration only)

Permission to subcontract order (if applicable): _____

Calibration Frequency (for reminder notices, if applicable): _____

Return Samples: ___ **Yes** ___ **No** **Return Extra Material (if applicable):** ___ **Yes** ___ **No**

Shipping Method / Destination: _____

Turnaround: Standard

Expedited Service: * (Please call for availability)

___ Same Day Rush ___ 2 Day Rush

___ 1 Day Rush ___ 3 Day Rush

** Material & Purchase Order must be received at LTI by 12:00 Noon to be considered as the first day of service*

Contact: Name _____ Phone _____ E-mail _____

Billing Information: _____

PO Number: _____