



1500 S. Sylvania Ave., Ste. 115, Sturtevant, WI 53177  
Phone: 262.554.4740 Fax: 262.554.7246

## CUSTOMER REQUIREMENTS CHECKLIST

### CUSTOMER & SHIP-TO-ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PRIMARY CONTACT INFORMATION

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

### BILL-TO-ADDRESS (if different from above)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ACCOUNTING CONTACT INFORMATION

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**P.O. NUMBER:** \_\_\_\_\_

**PURCHASES ARE TAXABLE:**

**The following requirements are applicable to:**  All future orders  This order only

### Calibration:

- Calibrate to applicable standards
- Calibrate per special instructions: \_\_\_\_\_

### Tags:

- Calibration Tags with calibration due dates
- Calibration Tags without calibration due dates
- No calibration Tags

### Calibration Frequency:

- No calibration frequency
- Calibration frequency is: \_\_\_\_\_

### Special Instructions:

- Packaging/Shipping: \_\_\_\_\_
- Labeling \_\_\_\_\_
- Other: \_\_\_\_\_

Checklist completed by: \_\_\_\_\_

Date: \_\_\_\_\_