

REQUEST FOR CALIBRATION



Date: _____ Institution: _____
 Contact name: _____ Phone: _____
 E-mail address: _____

Please list the serial numbers of all monitors being returned for calibration:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Cost

PEM	\$125.00 per monitor plus shipping
PEM2	\$100.00 per monitor plus shipping

Cost includes five-point NIST-traceable calibration, clock reset, and new batteries. If a humidity sensor cannot be recalibrated, it will be replaced for an additional charge of \$25.00 per sensor.

Ship to:

Name	
Org.	
Address 1	
City	
State	Zip/Postal Code

Bill to (if different from Ship to):

Name	
Org.	
Address 1	
City	
State	Zip/Postal Code

Please select ONE payment method:

- CREDIT CARD __ Visa __ MasterCard
 Card # _____
 Exp. date: _____
- PURCHASE ORDER # _____
- INVOICE (Send invoice to billing address.)

Packing and Shipping Instructions

Important note: Be sure to upload the data from your monitor before shipping it back for recalibration. (Putting the original PEM into Ship mode will remove all stored data from the monitor's memory. There is no Ship mode for the PEM2, but calibration removes stored data.)

Pack monitor(s) in a sturdy container. Include padding to protect monitor(s) during shipment. Ship to: **IPI/RIT, Ed Zinn, Gannett Bldg. 7B—Room 2000, 70 Lomb Memorial Drive, Rochester, NY 14623**

Special instructions for preparing the original PEM to ship:

Place the PEM in Ship mode by pressing and holding the recessed Pause button, the Read button, and the °F/°C button simultaneously for several seconds. The display will flash 1-2-3. Release the buttons on 3. The display will read OFF and PAUSE and will show three dashes (_ _ _) at the bottom of the screen. The PEM is now in Ship mode.

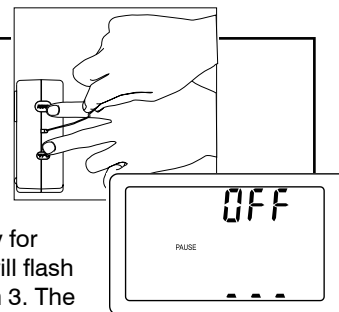


Image Permanence Institute
 Rochester Institute of Technology
 70 Lomb Memorial Drive, Rochester, NY 14623-5604
 Phone: 585-475-5199 Fax: 585-475-7230
 E-mail: ipiwww@rit.edu
 Web: www.imagepermanenceinstitute.org