



PRODUCT EVALUATION SYSTEMS, INC.

637 Donohoe Road, P.O. Box 722, Latrobe, PA 15650

www.PES-Testing.com

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WORK REQUEST FORM

*This form can be used in conjunction with your purchase order. Please fill it out as completely as possible.
When completed, please submit the form to purchaseorders@pes-testing.com .
Please also include a copy with your test samples.*

SHIP TO INFORMATION				BILL TO INFORMATION			
Company Name:		Phone #:		Same as Ship to:	Company Name:		
Contact:		Phone #:		Contact:		Phone #:	
E-mail:				E-mail:			
Address 1:				Address 1:			
Address 2:				Address 2:			
City:		State:	City:		State:	Zip Code:	
		Zip Code:					Zip Code:
ADDITIONAL CONTACTS (TESTING INQUIRIES & REPORT DISTRIBUTION)							
Name		E-mail:		Name		E-mail:	
Name		E-mail:		Name		E-mail:	
PURCHASE ORDER INFORMATION (PO NUMBER/REFERENCE IS REQUIRED)							
Quote Before Proceeding:		<input type="checkbox"/> Yes <input type="checkbox"/> No		P.O. Number:			
TESTING INFORMATION / TRACEABILITY (PLEASE ATTACH PERTINENT DRAWINGS & FILES)							
Please use line items provided on additional pages if sending samples with different identifiers/requirements (ROLLING DIRECTION MUST BE MARKED ON TEST SPECIMENS)							
Desired Testing:							
Quantity:	Sample Size/Dimensions			Sample Material & Condition:			
Sample Identity (i.e. Heat, Lot, Batch, etc.):							
Test Specification(s):							
Additional Testing Information:							
MATERIAL DISPOSITION							
Return Specimens:	<input type="checkbox"/>	Return Excess:	<input type="checkbox"/>	UPS / FedEx Account:		Dispose:	<input type="checkbox"/>

Additional Sectioning/Prep Fee to Apply as needed

Pricing may vary depending on material grade and size of sample and are subject to change at any time without notice.

To ensure timely service, please be sure to include all relevant information on the PO and make reference to the associated PES Estimate(s) if applicable; shipments received without paperwork may be delayed.

Required on PO: sample IDs, material type, test description, spec/acceptance criteria, quantity, detailed instructions for return shipping (when applicable).

Standard Turnaround Time is an estimate based on our existing schedule and capacity, which fluctuates on a daily basis. Any delay between time of quote and issuance of PO may affect the anticipated due date.

Unless specified by the customer, or inherent in the specifications dictated by the customer, PES utilizes a simple acceptance decision rule.

PES does not consider measurement uncertainty when applying conformance statements to certifications.

All payments made by credit card are subject to an additional 3.75% transaction fee.