



# PRODUCT EVALUATION SYSTEMS, INC.

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

www.PES-Testing.com

PHONE 724-834-8848 FAX 724-834-9151

## 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:			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:

### ADDITIONAL CONTACTS (TESTING INQUIRIES & REPORT DISTRIBUTION)

Contact 1:		E-mail:		Contact 2:		E-mail:	
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### PURCHASE ORDER INFORMATION

Quote Before Proceeding:	Yes	No	P.O. Number:	
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### TESTING INFORMATION / TRACEABILITY (PLEASE ATTACH PERTINENT DRAWINGS & DOCUMENTS)

Desired Testing:		
Quantity:	Sample Size & Rolling Direction:	Sample Material & Condition:
Sample Identity (i.e. Heat, Lot, Batch, etc.):		
Test Specification(s):		
Additional Testing Information:		

### MATERIAL DISPOSITION

Return Specimens:		Return Excess:		UPS / FedEx Account Number:		Dispose:	
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### FOR PES INTERNAL USE ONLY

Work Order #:		Sample #:		Additional Info.:	
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-Invoices paid with a credit card will incur a processing fee.  
 -Payment terms are net 30 days.  
 -Testing may be delayed if necessary information is missing from Work Request Form and/or Purchase Orders.  
 -If PES is to dispose of material it will be disposed (30) days after testing is complete.