

Government of India	
Ministry of Consumer Affairs, Food and Public Distribution Department of Consumer Affairs <b>Regional Reference Standards Laboratory.....</b> Tele / Fax No. : .....	Working hours: ..... MONDAY TO FRIDAY
<b>SERVICE REQUEST FORM</b>	
No: ..... <span style="float: right;">Date: ..... / ..... /201 .....</span>	
<b>(TO BE FILLED BY CUSTOMER)</b> 1. Details of the Organization (In Block Letters) M/s. _____ _____ _____	Telephone _____ Fax No. _____ E-mail _____
2. Contact Person Mr./Ms. _____	Designation _____
3. Services required <b>Verification / Calibration: -</b> (Details of the standards / equipment including denomination / capacity)	
<div style="margin-bottom: 20px;">(i)</div> <div style="margin-bottom: 20px;">(ii)</div> <div style="margin-bottom: 20px;">(iii)</div> <div style="display: flex; justify-content: space-between;"> <div>Date</div> <div>Signature of customer</div> </div>	
<b>(TO BE FILLED BY THE OFFICE)</b> 1. The items are received / not received. 2. Probable date of start : ..... / ..... /201 ..... 3. Probable date of completion : ..... / ..... /201 .....	<b>4. Testing Charges</b> Fee : ..... /- Service Tax : ..... /- Edn Cess : ..... /- Total : ..... /- <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>Date:</div> <div>Signature</div> </div>
<b>TERMS AND CONDITIONS</b>	
1. Test equipment for calibration must be submitted in working condition. 2. All possible care will be taken in handling the equipment. But the customer must assume the risk of damage during testing. 3. The report must be reproduced in total and in no case; this should be partially reproduced without the written consent of the Director of Legal Metrology, New Delhi. 4. After the completion of the test at the laboratory and issue of the report, the applicant shall collect the equipment within one month under their own arrangements failing which, RRSL would not be responsible to retain the same. 5. The equipments are accepted and delivered back at RRSL only and the same should be checked before taking delivery.	