LightLab INTERNATIONAL

LightLab International
Brisbane QLD 4019.

Product Submission Form – Calibration

Meter

Make, model _____ Serial no._____

Calibration

- Luxmeter
  - ☐ Illuminance
  - ☐ Cosine
  - ☐ Spectral, f1', SMCF
  - ☐ IR, UV response
- Luminance meter
  - ☐ Luminance
- UVA meter
  - ☐ UVA irradiance
- Phototherapy meter
  Bilirubin meter
  - ☐ Blue irradiance
- Gloss meter
  - ☐ Gloss units
- Tint / Haze meter
  - ☐ Transmittance
- Colour meter
  - ☐ CIE xy, uv, u'v'
  - ☐ CCT, CRI
  - ☐ Other metrics**
- Optical materials
  - ☐ Transmittance
  - ☐ Spectral transmittance
  - ☐ Luminance factor
  - ☐ Diffuse reflectance
- Thermometer
  - ☐ Temperature
- Sound level meter
  - ☐ Sound level
- Visible source (LED / incandescent / Other)
  - ☐ Luminous intensity
  - ☐ Luminous flux
  - ☐ Spectral irradiance
  - ☐ Spectral flux
  - ☐ CIE xy, uv, CCT
- UV source
  - ☐ Radiant intensity
  - ☐ Spectral irradiance

Options

☐ Priority ☐ Adjust / Clean * ☐ Custom method ** ☐ Conformance cert ** ☐ Replace battery ☐ Service / Repair **

Details / Other _____

Calibration interval _____

* Report will include as-found and as-left results
** Requires further details about your requirements, method or conformance specification.

Contact details – For billing

Cmpny _____
Address _____
Address _____
Contact _____
Email _____
Phone _____

For reporting (if different)

Cmpny _____
Address _____
Address _____
Contact _____
Email _____
Phone _____

Quote _____ Purchase order _____

Return delivery

Return by ☐ LightLab ☐ Customer Courier details _____

Return address _____

Authorisation

Name _____ Date _____

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Terms and conditions

* Confidentiality is between LightLab and the company supplying LightLab a purchase order for the work (the customer) and includes customer information that is obtained or created during the performance of laboratory activities. The laboratory will not place customer information into the public domain except where it is required by regulatory bodies, or by law, or as part of contractual requirements or as part of a dispute resolution process. LightLab will vary this process only with the prior written approval of the customer.

* Our quotation is based on the submitter providing the relevant technical documentation at the time of application.

* If the services are requested in connection with a dispute, contract or tender then LightLab requires details before starting the work. LightLab reserves the right to decline testing of the sample(s) or require a discussion between all parties before providing the services.

* If you are not the maker, or you are not an authorised representative of the maker, of the sample(s) then you must declare this fact before you submit the samples. Product photographs and product identifiers will not be included in the report except where written permission is provided by the maker.

* Completion dates quoted are our best estimates and every endeavour will be made to meet these dates however no responsibility will be taken if these dates are unable to be met.

* Unless otherwise agreed in writing with the customer, compliance testing is performed with our 'best effort result' determining compliance, uncertainties will not be considered.

* No responsibility will be accepted for loss or damage to the product(s) submitted or for the condition of the product(s) after testing.

* We do not accept responsibility for loss during transport to or from LightLab. For return, delivery insurance can be arranged by special order. You must inform us if you require this.

* LightLab will dispose of the product(s) 14 days from completion of the job if return details are not supplied.

* Samples submitted for testing are expected to be supplied complete and operational. Samples requiring assembly, fitting of components or remediation will be charged at the current laboratory rate. Where product(s) have special mounting, installation of other requirements these must be provided by the submitter before commencement of the work. If the sample has intelligent control electronics, then information regarding the settings must be supplied to LightLab.

* Artefacts submitted for calibration will be calibrated in the as-received state or in accordance with your detailed instructions that are submitted with the artefact. Type specific cleaning is performed on artefacts prior to calibration (e.g. a hand puffer may be used to remove dust, illuminance meters are inspected and cleaned of NDT penetrant materials).

* Product(s) may be dis-assembled for testing / reporting purposes. The submitter agrees that the products may be hazardous after testing. If product(s) are returned, they will require inspection and possibly rewiring before use.

* If a submitter cancels a project prior to completion an administrative fee will be charged in addition to any pro-rata testing fees.

* For compliance reports, quotations are based on the sample complying at the completion of the testing program. In the event of non-compliance(s) LightLab will provide a summary of those non-compliances and their cause. A non-compliant report can be issued if requested.

* Delivery, if quoted by LightLab, is from the date that all required components for the test are delivered to LightLab.

* LightLab staff can perform investigations and modifications or can consult as to possible solutions at the standard laboratory hourly rate, this may involve additional assessment, testing and reporting. Your acceptance will be required before any work is undertaken.

* The standard report format supplied by LightLab is a secure PDF. Paper copies can be supplied for an extra charge.

* Test reports always remain the property of LightLab International. Upon receipt of payment from the submitter LightLab grants a right to the submitter to reproduce the documents. Where test and calibration reports are reproduced, they must be reproduced in full. Reproduction of parts of a report requires the the prior written consent of LightLab International.

* If your company issues a purchase order you must forward a copy when accepting a quotation.

* LightLab may change these T&Cs from time to time without notice.

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