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TODD STAPLES, COMMISSIONER

Texas Department of Agriculture
Calibration Appointment Request

RMT-001

SECTION A	¹ COMPANY INFORMATION		TDA USE ONLY	
	Company Name: _____		<u>APPOINTMENT INFORMATION:</u>	
	<input type="checkbox"/> Company Information has changed (Complete Regulatory Change Template A (R-001))		<u>Date:</u>	
	<input type="checkbox"/> Service Company License Number: _____ <input type="checkbox"/> N/A		<u>Time:</u>	
Appointment needed by _____		<u>Date Letter Mailed:</u>		
(All requests will be taken into consideration depending on availability)				

SECTION B	¹ PERSON TO CONTACT FOR APPOINTMENT RELATED MATTERS			
	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> ____	First Name:	M. I.	Last Name:
	Title: (If applicable)		Phone: () - Ext.	
	Secondary Phone: (optional) () - Ext.		Fax: () - Ext.	
	Email Address:			
	Important Note I understand that my email address is required for the Texas Department of Agriculture to keep me informed of critical information, including licensing and regulatory updates; renewal invoices; and other important communications. Failure to provide an email address may result in my not receiving time-sensitive information that could affect my compliance with state regulations, thereby, resulting in monetary penalties.			
	² MAILING ADDRESS			
	Address:			
	City:	State:	Zip:	
	³ PHYSICAL/SHIPPING ADDRESS			
<input type="checkbox"/> Same as mailing address above (please check if applicable)				
Address:				
City:	State:	Zip:		
⁴ INVOICE ADDRESS				
<input type="checkbox"/> Same company and mailing address as shown above (please check if applicable)				
Company Name:		Address:		
City:	State:	Zip:		

This document becomes public record and is subject to disclosure. With few exceptions, you have the right to request and be informed about the information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Government Code, Sections 552.021, 552.023, and 559.004.)

NOTE: Review Handbook 105 for definitions on different calibration classes.

¹ INVENTORY INFORMATION – List Equipment Previously Certified by TDA						
NOMINAL <small>(weight/measure)</small>	Qty.	Calibration Class <small>(weights only)</small>		NOMINAL <small>(weight/measure)</small>	Qty.	Calibration Class <small>(weights only)</small>
² INVENTORY INFORMATION – List Equipment Not Previously Certified by TDA						
NOMINAL <small>(weight/measure)</small>	Qty.	Calibration Class <small>(weights only)</small>		NOMINAL <small>(weight/measure)</small>	Qty.	Calibration Class <small>(weights only)</small>

NOTE: Equipment not listed on this form will not be calibrated at the time of appointment unless prior arrangements have been made.

¹ SIGNATURE	
I certify that the information entered into this appointment contract is true and correct to the best of my knowledge and is subject to verification by TDA.	
Applicant Name (print)	Date / / month day year
Applicant Signature	
Please note that an incomplete contract may result in processing delays	

Upon Completion of service, an invoice will be presented or mailed, and payment is due upon receipt by check or money order only.

Submit to: Texas Department of Agriculture, PO Box 1518, Giddings, Texas 78942
Fax: (888) 205-7741 • Email: Metrology@TexasAgriculture.gov