



# Collection Request Form

Please provide the following details. *(Please fax or send by email, details below)*

**Contact Name:** \_\_\_\_\_ **Tele:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Account Customers:** Please provide your account number: \_\_\_\_\_ Purchase Ord No: \_\_\_\_\_

**Non-Account Customers:**  
Please select payment option required and we will send you the appropriate application forms.–

Credit Card / Debit Card

Open Trading Account

**Collection Details**

Collection Date: \_\_\_\_\_ No of Cartons: \_\_\_\_\_ Total Weight (kg): \_\_\_\_\_  
(PLEASE NOTE: A minimum notice period of 48 hours is required to arrange the collection).

**Select Collection Option Required** -Based on 1 carton with maximum weight of 20Kg

**Calibrations only**

[ ] 48 hour collect and return service @ £35.00 + Vat [ ] Under Contract – ref: \_\_\_\_\_  
(2 day collection service plus 2 day return carriage service – total transit time is 4 days).

**Calibration / Equipment repairs / Hire returns**

[ ] 24 hour collection only service @ £35.00 + Vat - Return 24 hour carriage is charged at £25.00 + VAT (max 20Kg parcel)

**Notes:** Additional charges will apply if you require more than one carton collected or total weight is over 20Kg.  
Calibration contracts include the 48 hour service, additional charges apply if the 24 hour service is requested.  
Times quoted are the **in-transit** times, they are **NOT** the calibration turnaround times!  
Turnaround times can be requested at the time an order is placed and will range from 5 – 15 working days.

**Collection Address:** \_\_\_\_\_  
\_\_\_\_\_ **Post Code:** \_\_\_\_\_

**Return Address** (if different): \_\_\_\_\_  
\_\_\_\_\_ **Post Code:** \_\_\_\_\_

**Process** (tick service required)

**Calibration:** - Traceable:  UKAS:  **Repair:**  **Hire Return:**  Contract Number: \_\_\_\_\_

Please complete the following equipment details:

<u>Make</u>	<u>Model No</u>	<u>Serial No</u>	<u>Comment</u> (1/3 Octave, Octave filters, RT function required)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Comment** – for each SLMs, confirm if you require 1/3 octave/octave/both filters and RT functions calibrated if they are installed on the meter.

**Important:** Please ensure the correct information is provided to enable the driver to collect the parcel. Please ensure the goods are securely packaged, correctly addressed and available for collection. Failed collections due to the non-availability of the equipment or inadequate/incorrect collection details will be charged at our standard collection rates.

Please note, our notification cut-off time is **12pm**, please ensure this request form is faxed or emailed back prior to this time!

Many thanks,  
The Commercial Department  
Campbell Associates Limited (e) [hotline@campbell-associates.co.uk](mailto:hotline@campbell-associates.co.uk)

Campbell Associates Ltd  
Sonitus House  
5b Chelmsford Road Industrial Estate  
Great Dunmow, Essex CM6 1HD  
T. +44 (0) 1371 871030  
F. +44 (0) 1371 879106  
[hotline@campbell-associates.co.uk](mailto:hotline@campbell-associates.co.uk)  
[www.campbell-associates.co.uk](http://www.campbell-associates.co.uk)