



Fee Calculation Worksheet

Calibration Laboratories

Lab Name _____ NVLAP Lab Code _____
(to be assigned by NVLAP)

Address _____

City _____ State _____ Zip _____

Application for the Calibration Laboratories program is a two-stage process. Stage 1 includes a review of the application for accreditation, quality manual and related documents, and a determination of the scope for which the applicant laboratory has applied. Stage 2 is comprised of a preassessment (optional), an on-site assessment, proficiency testing, and evaluation for accreditation.

The fees for Stage 1 are due with this application. Following Stage 1, the laboratory will be notified of the next steps to be taken, as well as the total amount of fees due for Stage 2.

The Stage 1 Fee is \$ 4,530.00.

For your convenience, payment may be made by check, purchase order, or charge card. Please check the payment method selected:

- Check. Make check payable to: National Institute of Standards and Technology. Write "NVLAP" and your Lab Code (if assigned) on the check to ensure proper credit.
- Purchase order. Attach a copy of purchase order to Fee Calculation Worksheet. The NIST Billing and Collections Department will invoice your laboratory for the total fee amount.
- Charge card. Complete the *Authorization to Charge Credit Card* below.

Send application and fees to: NVLAP/Accounts
National Institute of Standards and Technology
Building 101, Room A800
100 Bureau Drive, Stop 1624
Gaithersburg, MD 20899-1624

Authorization to Charge Credit Card

Please charge this amount \$_____ to the following Credit Card:

You must check ONE card type below:

- Mastercard
 Visa
 Discover
 American Express

Credit Card Account Number: _____ Expiration: _____

Name of Card Holder: _____

Signature of Card Holder: _____ Date: _____

Office Phone: (____) _____ Home Phone: (____) _____

E-mail: _____ Fax Number: (____) _____

Please be sure that the addition of this amount will not extend your charge card balance beyond your current credit card limit.