

Standards and Calibration Laboratory 標準及校正實驗所

Request for Quotation 索取報價單

To obtain a quotation for calibration service, please fill in the following form and return to the Standards and Calibration Laboratory (SCL) either by fax to (852) 2829 4865 or by email to scl@itc.gov.hk. Please note calibration service will be provided under SCL's [conditions](#) appearing on the back of the quotation form.

如欲索取校正服務報價單，請填妥以下表格，並以傳真 (852) 2829 4865 或電郵 scl@itc.gov.hk 交回。請注意，校正服務會根據報價單背頁所載的條件進行。

1.	Company Name 公司名稱			
	Contact Person 聯絡人			
	Business Address 公司地址			
	Telephone No. 電話號碼		Fax No. 傳真號碼	
	E-mail address 電郵地址			
2.	For re-calibration, please complete this section and skip section 3 如屬重新校正,請填寫本部份, 第三部分則無需填寫			
	Certificate or Report No. of previous calibration 上次校正證書或報告編號			
	Same test specification as previous calibration? (Y/N) (If N, please state test requirements in section 3) 測試規格是否與上次校正服務相同? (是 / 否) (如否, 請填寫第三部分的測試要求)			
3.	For equipment not calibrated by SCL before, please complete this section 如儀器從未送交本所進行校正,請填寫本部分			
	Equipment Name 儀器名稱			
	Make 製造商			
	Model 型號			
	Test Requirements (if any) 測試要求(如有)			
4.	Preferred Calibration Date 首選校正日期			

Notice : 1. The personal data provided will be retained and used by the SCL for purpose of delivery and promotion of calibration services. If you no longer wish to receive promotional materials from the SCL, please provide a written request to us.
2. You have the rights to obtain a printed copy of your personal data held by the SCL and request correction of the personal data. Please provide a written request to the SCL for access to and correction of your personal data.

通告 : 1. 本表所收集的個人資料將由標準及校正實驗所保存, 並將用於相關的校正服務和推廣活動。如閣下不欲收取本所提供的校正服務推廣資料, 請書面與本所聯繫。
2. 閣下有權要求查閱及更改保存在本所的個人資料。如欲查閱或更改閣下的個人資料, 請書面與本所聯繫。