

## CONTACT INFORMATION UPDATE

Dear Customer,

Please update your current contact information for our records so that we may provide the best possible service.

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

### Accounting Contact:

(Best Person to receive Invoices from us)

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### Quality Contact:

(Best Person to ask about specific Service Requirements)

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### Quotes Contact:

(Best Person to receive Quotes from Us)

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## ISO 17025 ACCREDITED CALIBRATION LABORATORY

7625 HAYVENHURST AVENUE - UNIT 20 - VAN NUYS, CALIFORNIA 91406

PHONE: (818) 902-9551 FAX: (818) 902-9808

[WWW.CORNERSTONEMETROLOGY.COM](http://WWW.CORNERSTONEMETROLOGY.COM)

Recall Contact:

(Best Person to receive Recall Notices for Re-Calibration)

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Customer Portal Contact Primary:

(User to have access to our Customer Portal to access Certifications directly)

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Customer Portal Contact Secondary:

(User to have access to our Customer Portal to access Certifications directly)

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Customer Portal Contact Alternate:

(User to have access to our Customer Portal to access Certifications directly)

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

If more contacts are required, please email [info@cornerstonemetrology.com](mailto:info@cornerstonemetrology.com)

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