



NEW HIRE/EXIT REQUEST FORM
For Account No. 3918

Complete and submit request form to SJO.cz@trescal.com. For all inquiries or follow-up, you may contact PMI by emailing: SJO.cz@trescal.com. (Please **Do Not** send this request form twice) Please return equipment to: **Trescal, Inc.**
625 River Oaks Pkwy,
San Jose, CA 95134

New Employee ☐

New Supervisor ☐

Exiting Employee ☐

Ship Equipment from Inventory ☐

Re-issue Equipment ☐

Shipping Back for Inventory ☐

FSE Name:

FSE Phone:

FSE Email:

Supervisor Name:

Supervisor Email:

Ship to Address

Calibration Item(s) Being Assigned / Returned			
Asset No.	Manufacturer	Model No.	Description