

Step 1 - Is current Information correct? YES      NO      If YES, please skip to Step 3		
a) [CustomTitle1]: [Custom1] b) [CustomTitle2]: [Custom2] c) [CustomTitle3]: [Custom3] d) [CustomTitle4]: [Custom4]		
Step 2 - Enter Correction		
a) [CustomTitle1]:		
b) [CustomTitle2]:		
c) [CustomTitle3]:		
d) [CustomTitle4]:		
Step 3 – Enter a One-Time Ship to Address (if it’s different from shipping address above)		
Step 4 – Review and verify if the equipment information on the attached recall equipment list		
A) Equipment Approaching the calibration Due Dates Is the information correct? YES      NO If “No” complete Trescal's Disposition Form to correct any changes and errors.		
B) Equipment That Is Past the Calibration Due Dates Is the information correct? YES      NO If “No” complete Trescal's Disposition Form to correct any changes and errors.  Note: Are any of the Past Due items need to be replaced? YES      NO      N/A List the <u>Asset number</u> for equipment that are to be replaced in comments below.		
Comments		