

THE NATIONAL BOARD OF BOILER AND PRESSURE VESSEL INSPECTORS  
PRESSURE RELIEF DEPARTMENT  
CONTROL SHEET

The following information will be used to schedule your visit. Return with your advance deposit (if applicable) and other applicable paperwork to: NB Test Lab, 7437 Pingue Dr., Worthington, OH 43085 USA. In addition, please include a map giving directions from the airport to the recommended hotels, and from the hotels to your plant. This information will assist our representative in locating your facility.

\_\_\_\_\_  
Company name (As it will appear on the Certificate)

\_\_\_\_\_  
Department, Division, etc. (If it is to appear on Certificate)

**LOCATION** (Full address, telephone, and contact name/information, please)

**CORPORATE/MAILING**

**PLANT (if different from mailing – cannot be PO Box)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Corporate Phone \_\_\_\_\_

Plant Phone \_\_\_\_\_

Corporate Fax \_\_\_\_\_

Plant Fax \_\_\_\_\_

Corporate Contact \_\_\_\_\_

Plant Contact \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

E-Mail \_\_\_\_\_

E-Mail \_\_\_\_\_

**RECOMMENDED HOTEL / MOTEL**

**FIRST CHOICE**

**SECOND CHOICE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Telephone \_\_\_\_\_

**RECOMMENDED AIRPORT** \_\_\_\_\_

Miles from Airport to Lodging \_\_\_\_\_

**EARLIEST DATE YOU ARE READY FOR REVIEW?** \_\_\_\_\_

**WHAT DATES ARE NOT ACCEPTABLE TO YOU?** (due to company holidays, plant shutdowns, etc.)

Note we will use the information you provide in this space to schedule your visit. Therefore, please let us know of **all dates** which must be avoided in scheduling. Any scheduled visit dates which are changed or cancelled may result in a penalty charge. \_\_\_\_\_

Signed: \_\_\_\_\_

Title \_\_\_\_\_

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