



# Fee Calculation Worksheet for New Laboratories

Lab Name \_\_\_\_\_ NVLAP Lab Code \_\_\_\_\_  
(to be assigned by NVLAP)

Address \_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Foreign City \_\_\_\_\_ Foreign Postal Code \_\_\_\_\_

Country \_\_\_\_\_

**A separate Fee Calculation Worksheet must be completed for each accreditation program.**

For the full listing of accreditation programs, go to <http://www.nist.gov/nvlap/nvlap-fields.cfm>.

For the Calibration Laboratories program, enter only Calibration. A separate worksheet is not required for each field of calibration; i.e., Dimensional, Mechanical, Thermodynamics, etc.

Name of Accreditation Program \_\_\_\_\_

**Enter fee amounts from the NVLAP Fee Schedule for the accreditation program selected.**

1. Administrative/Technical Support Fee Line 1 \_\_\_\_\_

2. Initial Application Fee Line 2 \_\_\_\_\_

3. On-Site Assessment Fee Line 3 \_\_\_\_\_

**Note:** Contact NVLAP for determination of the On-Site Assessment Fee, if the fee is shown as "Variable" on the NVLAP Fee Schedule.

4. **TOTAL FEE FOR THIS ACCREDITATION PROGRAM**  
(Add Lines 1 through 3) Line 4 \_\_\_\_\_

**Go to Page 2 for payment instructions.**

DATE:

NVLAP LAB CODE:

---

Please select the payment method and remit the TOTAL FEE shown on Line 4:

Check. Make check payable to: National Institute of Standards and Technology. Write "NVLAP" and your Lab Code (if assigned) on the check to ensure proper credit.

Purchase order. Attach a copy of purchase order to Fee Calculation Worksheet. The NIST Billing and Collections Department will invoice your laboratory for the total fee amount.

Credit card or ACH. Go to: <http://www.nist.gov/nvlap>.

Wire payment. Send wire payment using the U.S. Department of Treasury FEDWIRE system. Contact NVLAP for details at [NVLAP@nist.gov](mailto:NVLAP@nist.gov).

Send application and payment information to: NVLAP/Accounts  
National Institute of Standards and Technology  
Building 101, Room A800  
100 Bureau Drive, Stop 1624  
Gaithersburg, MD 20899-1624