



New Jersey Office of the Attorney General

Department of Community Affairs

Division of Weights and Measures



MEMORANDUM

TO: State, City, Borough, and Township Police Department

FROM: Raymond Szpond, Acting Supervisor
Licensing/Metrology Laboratory

SUBJECT: Tuning Forks Invoice

Enclosed is our **Inspection and Test of Radar Tuning Forks Invoice**. Please complete, and bring with you to your next scheduled tuning fork inspection.

To expedite the testing of the tuning forks in a timely manner and make your waiting period brief, please do the following:

- a) have your purchase order form, along with our tuning fork invoice **ENTIRELY** filled out, **including mailing address section**, and have a signed **copy** with the **OFFICER'S SIGNATURE**,
- b) when filling out our tuning forks invoice, please list each tuning fork by miles per hour and serial numbers,
- c) have all tuning forks sorted by miles per hour in their bundles,
- d) all checks should have an attached copy of our tuning forks invoice, so payments can be applied adequately,
- e) make check payable to **WEIGHTS and MEASURES FUND**.

Thank you in advance for your cooperation, if you have any questions, I can be reached at (732) 815-4849, or you may contact one of my staff members in the Metrology Laboratory at (732) 815-4859.

RS/ns

Enclosed: Blank - Inspection and Test of Radar Tuning Forks Invoice



New Jersey Office of the Attorney General

Division of Consumer Affairs
Office of Weights and Measures
1261 Routes 1 & 9 South, Avenel, New Jersey 07001
Telephone: (732) 815-4859 • Fax: (732) 382-5298



Application for the Inspection and Test of Radar Tuning Forks

Page No.: _____

Date: _____

Purchase Order No.: _____

We hereby make application for the inspection and testing of the below listed radar tuning forks

Police Department: _____ County _____

Mailing Address: _____

Business Telephone Number: (_____) _____

MPH	Fork Serial Number	MPH	Fork Serial Number
1		21	
2		22	
3		23	
4		24	
5		25	
6		26	
7		27	
8		28	
9		29	
10		30	
11		31	
12		32	
13		33	
14		34	
15		35	
16		36	
17		37	
18		38	
19		39	
20		40	

Number of **Tuning Forks** on this page = _____ @ \$10.00 Each = \$ _____

Total fees of other pages = \$ _____

I hereby certify the above Information is true and correct. **Grand Total =** \$ _____

Police Department Officials Signature

Title