YOUR  
LOGO

**COMPANY NAME**

MEDICAL-EQUIPMENT CALIBRATION PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to support your medical equipment calibration needs. We specialize in ensuring that healthcare equipment operates accurately and complies with regulatory standards.  
  
This proposal outlines our approach to delivering professional calibration services for [Client Name].

# Project Objectives

The primary goals are:  
  
- Ensure accuracy and reliability of medical equipment readings  
- Maintain compliance with healthcare industry regulations (e.g., FDA, ISO 13485)  
- Minimize equipment downtime and extend lifespan  
- Support patient safety and quality of care

# Proposed Services

Our medical equipment calibration services include:  
  
- Comprehensive calibration of diagnostic and therapeutic equipment  
- Use of certified calibration standards and traceable procedures  
- Documentation of calibration certificates and compliance reports  
- Preventive maintenance checks during calibration visits  
- Emergency recalibration services and on-site support

# Scope of Work

Scope includes:  
  
- Initial inventory assessment and calibration schedule development  
- On-site calibration of equipment according to manufacturer specifications  
- Detailed documentation and certification of calibrated devices  
- Follow-up support and recalibration reminders

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Assessment & Planning | Conduct equipment inventory and develop calibration schedule | [Start Date] |
| On-Site Calibration | Perform calibration of medical devices and systems | [Date] |
| Documentation & Certification | Provide calibration certificates and compliance reports | [Date] |
| Follow-Up & Support | Offer ongoing support and recalibration scheduling | [Completion Date] |

# Pricing

Estimated cost breakdown for medical-equipment calibration services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Initial Assessment & Scheduling | Evaluate equipment inventory and create calibration plan | [Amount] |
| Calibration Services | Perform on-site calibration of medical equipment | [Amount] |
| Documentation & Certification | Issue certificates and compliance documentation | [Amount] |
| Follow-Up Support | Provide ongoing support and recalibration reminders | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a trusted provider of calibration and maintenance services for healthcare facilities.  
  
- Experience: [X] years in medical equipment calibration  
- Expertise: Diagnostic devices, patient monitoring systems, surgical instruments  
- Mission: To ensure the accuracy and safety of medical equipment through professional calibration services

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Comprehensive calibration for a hospital's diagnostic imaging equipment  
- Outcome: Achieved compliance with regulatory standards and improved equipment reliability  
  
Testimonial:  
“[Your Company Name] provided thorough and timely calibration services that ensured our equipment met all regulatory requirements.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, milestone payments.  
Service Scope: Includes assessment, calibration, documentation, and support.  
Client Responsibilities: Provide access to equipment and necessary facilities.  
Adjustments: Scope changes require mutual agreement and may affect cost and timeline.

# Acceptance

To approve this medical-equipment calibration proposal and initiate services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_