

Order Date: _____ Approximate survey date: _____

Ship surveys to (street address required for shipping surveys):

Contact Person: _____
 Title: _____
 Organization Name: _____
 Street Address: _____
 Mailing Address: _____
 City, State, Zip Code: _____
 Phone: () - - Fax () - -
 Email: _____

Payment Type

- Purchase Order
 If you are using a purchase order, a copy of the purchase order must accompany your survey order. Your request cannot be processed without this information. If your organization does not use a purchase order system, a memo on your organization's letterhead acknowledging responsibility for the cost of the survey service will suffice. You will be invoiced for your surveys and report(s) upon receipt of your order. If you wish to be invoiced separately for your report(s), a second purchase order must be sent in addition to a purchase order for the surveys.
- MasterCard Visa Card no. _____ Exp. Date _____
 AmEx Disc

Order for Creating a Great Place to Learn: Staff

(Allow 2-3 weeks for delivery)

Please choose one of the following three options:

- Aggregate Report : Paper
 Aggregate Report : PDF
 Aggregate Report : Paper **and** PDF
 Sub-report : Paper **or** PDF

# of packets		Cost per packet* (see below)	=	
	X		=	
# of reports		Cost per report	=	
	X	\$300	=	
	X	\$300	=	
	X	\$450	=	
	X	\$200	=	

Order for Creating a Great Place to Learn: Student

(Allow 2-3 weeks for delivery)

Please choose one of the following three options:

- Aggregate Report : Paper
 Aggregate Report : PDF
 Aggregate Report : Paper **and** PDF
 Sub-report : Paper **or** PDF

# of packets		Cost per packet* (see below)	=	
	X		=	
# of reports		Cost per report	=	
	X	\$300	=	
	X	\$300	=	
	X	\$450	=	
	X	\$200	=	
Subtotal			=	
Shipping, Handling, and Processing (6% of subtotal)			=	
Total			=	

Special Delivery Requirements

- Overnight Delivery Contact the Survey Services Coordinator (1.800.888.7828 x3) for the exact shipping cost of expedited orders.
 2nd Day Delivery

* COST PER PACKET: Student or Staff (purchased in packets of 25)
 4-199 packets (100-4,975 surveys) = \$37.50 per packet
 200-599 packets (5,000-14,975 surveys) = \$35.00 per packet
 600 or more packets (15,000 or more surveys) = \$32.50 per packet

SURVEY RETURN POLICY:

- Surveys must be returned within 18 months from purchase to receive a refund and are subject to a fee of \$1.25 per pack returned.
- All returned surveys must be in their original, shrink-wrapped packaging. The security seal on each survey packet must be intact. Survey packets with broken seals will not be refunded.
- Canceled surveys are subject to a \$100 administration fee.

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