Search INSTITUTE

# Survey Services Order Form
## *"Me and My World"*

**Fax or Email to the Survey Services Coordinator (justinr@search-institute.org), 612.692.5553**

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 Me and My World

(Allow 2-3 weeks for delivery)

| # of packets | | Cost per packet* (see below) | | |
|---|---|---|---|---|
| | x | | = | |

**Type of Report Required:**

**Please choose one of the following three options:**

| | # of reports | | Cost per report | | |
|---|---|---|---|---|---|
| ☐ Aggregate Report : Paper | | x | $700 | = | |
| ☐ Aggregate Report : PDF | | x | $700 | = | |
| ☐ Aggregate Report : Paper **and** PDF | | x | $850 | = | |

**If requesting sub-reports** (see below), please choose one of the following three options:**

| | | | | | |
|---|---|---|---|---|---|
| ☐ Sub-reports : Paper | | x | $500 | = | |
| ☐ Sub-reports : PDF | | x | $500 | = | |
| ☐ Sub-reports : Paper **and** PDF | | x | $650 | = | |
| **Subtotal** | | | | = | |
| Shipping, Handling, and Processing (6% of subtotal) | | | | = | |
| **Total** | | | | = | |

## Special Delivery Requirements

☐ Overnight Delivery
☐ 2nd Day Delivery

Contact the Survey Services Coordinator (1.800.888.7828 x3) for the exact shipping cost of expedited orders.

* COST PER PACKET: (purchased in packets of 25)
4-199 packets (100-4,975 surveys) = $60 per packet
200-599 packets (5,000-14,975 surveys) = $57.50 per packet
600 or more packets (15,000 or more surveys) = $55 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.

** SUB REPORTS: Sub reports are the same format as the aggregate report, but are based on a sub-set of youth completing the survey. For example, an individual school within a district may choose to have their own students' data reported separately in a sub-report as well as being included in the aggregate report. If you plan to order sub-reports now or at a later date, please be sure to separate your surveys and label each batch clearly as to which group the surveys belong to. Separating them is necessary for us to provide sub-reports, but does not commit you to order sub-reports.

☐ Check here if you do not wish to receive news from Search Institute via e-mail (your e-mail is never shared with other organizations).