



Survey Services Order Form

"The Survey of Student Resources and Assets"

Fax form to Survey Services Coordinator, 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 Student Resources & Assets (America's Promise)

(Allow 2-3 weeks for delivery)

Type of Report Required:

Please choose one of the following three options:

- Aggregate Report : Paper
 Aggregate Report : PDF
 Aggregate Report : Paper and PDF

If requesting sub-reports, please choose one of the following three options:

- Sub-reports (see ** below): Paper
 Sub-reports (see ** below): PDF
 Sub-reports (see ** below): Paper and PDF

	# of packets	X	Cost per packet (see * below)	=	
		X		=	
		X	\$600	=	
		X	\$600	=	
		X	\$750	=	
		X	\$450	=	
		X	\$450	=	
		X	\$600	=	
Shipping				=	\$25.00
Total				=	

Special Delivery Requirements

- Overnight Delivery A fee of \$10 plus the actual cost of shipping will be charged to you for special delivery. Contact a Survey Services Coordinator for the exact cost for these expedited orders.
 2nd Day Delivery

* COST PER PACKET: (purchased in packets of 25)
 4-199 packets (100-4,975 surveys) = \$55 per packet
 200-599 packets (5,000-14,975 surveys) = \$52.50 per packet
 600 or more packets (15,000 or more surveys) = \$50 per packet

Return Policy: All returned survey packets are subject to a \$1.25 per packet restocking fee. If a survey service is canceled, the per-packet fee will be charged in addition to the \$50 restocking fee. All returns must be in their original, shrink-wrapped packaging and unopened to be issued credit.

** 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. 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).