Search INSTITUTE — Practical research benefiting children and youth

Survey Services Order Form
"Creating a Great Place to Learn"
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 Creating a Great Place to Learn: Staff

- 1 packet minimum order (Allow 2-3 weeks for delivery)

	# of packets		Cost per packet		
		x		=	
Please choose one of the following three options:	# of reports		Cost per report		
☐ Aggregate Report : Paper		x	$300	=	
☐ Aggregate Report : PDF		x	$300	=	
☐ Aggregate Report : Paper and PDF		x	$450	=	
☐ Sub-report** : Paper or PDF		x	$200	=	

Order for Creating a Great Place to Learn: Student

- 2 packet minimum order (Allow 2-3 weeks for delivery)

	# of packets		Cost per packet (see * below)		
		x		=	
Please choose one of the following three options:	# of reports		Cost per report		
☐ Aggregate Report : Paper		x	$300	=	
☐ Aggregate Report : PDF		x	$300	=	
☐ Aggregate Report : Paper and PDF		x	$450	=	
☐ Sub-report** : Paper or PDF		x	$200	=	
	Shipping			=	$25.00
	Total			=	

Special Delivery Requirements

☐ Overnight Delivery
☐ 2nd Day Delivery

An additional 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.

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

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 to. Separating them is necessary for us to provide sub-reports, but does not commit you to order sub-reports. Please add $150 for each sub-report if you would like both PDF and paper formats.

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