Search INSTITUTE — Practical research benefiting children and youth

# Order Form – Form A1
## *"Developmental Assets Profile-Individual"*
## Paper Format

Fax form to Survey Services Coordinator, 612-692-5553

Order Date: _____

*Please note that you must have an approved* Statement of User Qualifications *on file with Search Institute before ordering the* "Developmental Assets Profile" (DAP)*. If you have not completed this form, you may obtain one by calling a Survey Services Coordinator at 800-888-7828, or by printing a copy from our web site at www.search-institute.org/surveys/dap.html.*

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

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 Developmental Assets Profile-Individual

(Allow 2-3 weeks for delivery)

| | Quantity | | Unit Price | | Total |
|---|---|---|---|---|---|
| DAP Starter Pack (Individual)<br>Includes one User's Manual, one packet of 50 surveys, and one packet of 50 self-scoring profiles | | @ | $195.00 | = | |
| User's Manual | | @ | $75.00 | = | |
| Surveys (packet of 50) | | @ | $50.00 | = | |
| Self-scoring profiles (packet of 50) | | @ | $100.00 | = | |
| Shipping ($6.00 for the first item plus $.75 for each additional item. For information on rush delivery charges, see below) | | | | = | |
| Total | | | | = | |

Special Delivery Requirements

- ☐ Overnight Delivery — Add $45 to standard shipping/handling cost
- ☐ 2nd Day Delivery — Add $35 to standard shipping/handling cost
- ☐ 3rd Day Delivery — Add $25 to standard shipping/handling cost

To Return or Exchange

If this product does not meet your approval, please notify Search Institute within 30 days of your invoice date (toll-free at 1-877-240-7251 or email: clientservices@search-institute.org). We will exchange, credit, or refund your purchase. Returns sent after 30 days will not be accepted. Items that are shrink- wrapped must be unused and unopened.

To receive credit, refund, or an exchange, please follow these steps:

1)You must have a Return Authorization number *before* you return your item(s). Call Client Services at 1-877-240-7251 and request a Return Authorization.
2)Complete the Authorized Return Form *on the back of your gold packing slip in full.* (Return shipping charges must be prepaid by customer. Shipping and handling charges are not refundable.)
3)Carefully rewrap your package and return to Search Institute, Attn: Returns Department, 615 First Ave. NE, Suite 125, Minneapolis, MN 55413.
Please note: Items returned without a Return Authorization will be charged 25% of the product total. Credits for return products expire one year after date of credit.