



2009-2010 School Order Form - AVID California

Call EXPLORE® Customer Services for a **different** order form if your order is not part of the AVID California program.

Orders must be placed 4 weeks in advance of your need for testing materials to avoid expedited shipping and handling charges.

FAX BOTH SIDES OF THIS COMPLETED ORDER FORM TO 319/337-1578.

Enhanced Reporting Package

In addition to test materials and administrator's support, includes:

- Student Score Reports and Labels
- Student List Report
- Profile Summary Report (includes a Presentation Packet, Intervention Rosters, and College Readiness Standards data)
- Item-Response Summary Report
- School Norms on Student Score Reports
- Data File with School and District Norms on CD

EXPLORE Pricing - \$6.84 per student

**Your invoice will be based on the number of answer documents returned and scored.*

Step 1 of 6: Shipping and Mailing Information

School Name _____

Person receiving and responsible for testing materials and reports:

Name _____

Street Address (no PO Boxes) _____

City _____ ST _____ ZIP _____

US Mail Address _____

City _____ ST _____ ZIP _____

Telephone _____ FAX _____

Email _____

Step 2 of 6: Billing Address

Check here if same as Shipping Address above. (Billing address must be deliverable by US Mail.)

Contact Person _____

US Mail Address _____

City _____ ST _____ ZIP _____

Telephone _____ FAX _____

Email _____

Payment

Accommodations materials will be billed when they are shipped. You will receive an invoice for your score reports after they have shipped.

Taxes will be charged when required.

My Purchase Order Number (if known) is _____

Step 3 of 6: Rush Shipping Charge Agreement (where applicable)

Ship my Materials using:

Standard Shipping – included - requires 10 working days for ACT to process and ship these materials

2-day shipping – school pays expense

Overnight shipping – school pays expense

****Contact Customer Service for expedited shipping pricing**

If nothing is checked ACT will ship using Standard Shipping

Internal Use Only

AVID Student Orders – 004

NON-AVID Student Orders - 605

Step 4 of 6: School Information–Order Quantities

Order for the number you plan to test. ACT will add a test materials overage at no charge. If ordering for AVID and non-AVID students, please use a separate line for each group (AVID, non-AVID) and grade level (7, 8, 9).

Call EXPLORE[®] Customer Services at 800/553-6244, ext. 1892 for a different order form if your order is not part of AVID California Program.

	EXPLORE Site Code (if known)	Grade(s) Testing (e.g., 8, 9)	Date Materials Needed (typically 1–2 weeks prior to your test date) mm/dd/yyyy	Total Number of Students Testing	Number of Students Testing with Accommodated Materials	Materials needed for students testing with ACCOMMODATIONS ¹					¿Por qué presentar el examen EXPLORE? ⁴ No Charge	Optional Class/ Group Headers No Charge
						Large Print ² \$3.50	Reader's Script \$3.50	Braille ³ \$94.00	Audio CD \$10.00	Audio Cassette \$20.00		
AVID Students 004												
Non-AVID Students 605												

¹Materials may be reused during this testing year.

²Large Print is not reusable

³Only Braille test booklets may be returned for a refund.

⁴Why Take EXPLORE?, Spanish version

2009-2010 EXPLORE testing materials are valid only between August 15, 2009 and June 15, 2010.

Step 5 of 6: FAX this order form to Customer Services at 319/337-1578.

Step 6 of 6: Pre-ID Student Identification Labels

Pre-ID Labels improve the accuracy of student data and reduce administration time. This service is available **free of charge**. Labels will be produced from a file your district or school(s) provides to ACT. We will ship labels within three weeks (15 working days) of the date we receive and verify the correct formatting of your file. Labels will be printed in the order provided in your file. To order Pre-ID Labels or for more information, go to www.act.org/education/order/preid or call Customer Services.

EXPLORE Customer Services: 800/553-6244, ext. 1892

