

TESTING ORDER FORM

A. ORDER

We have a Test Security Agreement on file at IPMA-HR and wish to order the following test(s):

TEST/PRODUCT TITLE	QUANTITY	x	UNIT COST	=	TOTAL COST
POLICE SERVICE TESTS & PRODUCTS					
<input type="checkbox"/> P-1SV <input type="checkbox"/> P-2SV			\$15.00		
<input type="checkbox"/> D-1 <input type="checkbox"/> D-2 <input type="checkbox"/> D-3			\$15.00		
<input type="checkbox"/> A-4 Format: <input type="checkbox"/> VHS <input type="checkbox"/> DVD (included in unit cost)			\$15.00		
<input type="checkbox"/> PL 1.2			\$15.00		
<input type="checkbox"/> PSUP 1.2 <input type="checkbox"/> PSUP 2.2 <input type="checkbox"/> PSUP 3.2			\$15.00		
<input type="checkbox"/> PDET 2.1			\$15.00		
<input type="checkbox"/> P-BDQ (see scoring below for addt'l fees)			\$6.00		
<input type="checkbox"/> P-RCE 1.0 <input type="checkbox"/> P-RCE 2.0 Format: <input type="checkbox"/> VHS <input type="checkbox"/> DVD (included in unit cost)			\$7.50		
FIRE SERVICE TESTS & PRODUCTS					
<input type="checkbox"/> B-3R <input type="checkbox"/> B-4R			\$12.50		
<input type="checkbox"/> B-5 <input type="checkbox"/> B-5a			\$15.00		
<input type="checkbox"/> 701 <input type="checkbox"/> 702			\$15.00		
<input type="checkbox"/> F-RCE 1.0 <input type="checkbox"/> F-RCE 2.0 Format: <input type="checkbox"/> VHS <input type="checkbox"/> DVD (included in unit cost)			\$7.50		
CORRECTIONS TESTS & PRODUCTS					
<input type="checkbox"/> C-3			\$15.00		
<input type="checkbox"/> C-1 <input type="checkbox"/> C-2			\$12.50		
<input type="checkbox"/> 901			\$15.00		
<input type="checkbox"/> C-BDQ (see scoring below for addt'l fees)			\$6.00		
<input type="checkbox"/> C-RCE 1.0 <input type="checkbox"/> C-RCE 2.0 Format: <input type="checkbox"/> VHS <input type="checkbox"/> DVD (included in unit cost)			\$7.50		
EMERGENCY COMMUNICATION CENTER TESTS & PRODUCTS					
<input type="checkbox"/> PST 2.0 Format: <input type="checkbox"/> VHS <input type="checkbox"/> DVD (included in unit cost)			\$15.00		
<input type="checkbox"/> PST-100SV or PST-80SV Audio Format 100SV: <input type="checkbox"/> CD <input type="checkbox"/> VHS <input type="checkbox"/> Cassette			\$12.50		
<input type="checkbox"/> 801			\$15.00		
ADMINISTRATIVE TESTS & PRODUCTS					
<input type="checkbox"/> Administrative Series Modules A-N (List modules below)			(see below)		
<input type="checkbox"/> 1-A Clerical Series (5 modules)			(see below)		
<input type="checkbox"/> 1-B Clerical Series (3 modules)			(see below)		

ADMINISTRATIVE TEST PRICING:

One module at \$5.50; two modules at \$8.00. Any additional modules at \$1.50. Cumulative price is per candidate.

HAND SCORING: One scoring stencil will be provided for each test title. Extra scoring stencils may be rented for \$10.00. Only one stencil may be provided for every 50 tests ordered. Corresponding answer sheets will be provided.

SCORING SERVICE: Please fill in an appropriate fee of \$40.00 for each test title ordered, plus \$0.50 for each answer sheet to be scored. Please allow up to 72 hours for results to be processed.

ANSWER KEY: A list of answers will be included for each test title at no charge. No answer sheets will be provided.

BACKGROUND DATA QUESTIONNAIRE: BDQ's must be returned to IPMA-HR to be scored. Please include an appropriate charge of \$45.00, plus \$0.50 per answer sheet to be scored.

ADMINISTRATION FEE (<i>\$85/each test item ordered</i>)	
<input type="checkbox"/> Hand (quantity per test) _____ <input type="checkbox"/> Scoring Service <input type="checkbox"/> Answer Key	
SUBTOTAL	
MEMBERSHIP DISCOUNT (<i>5% discount for IPMA-HR Agency membership</i>)	
SUBTOTAL WITH DISCOUNT	
RUSH SHIPPING (<i>If applicable. See section B for fee schedule</i>)	
TOTAL:	

Prices are valid until 12/31/2009

B. SHIPPING INSTRUCTIONS

TESTING DATE (REQUIRED TO RECEIVE CREDIT FOR UNUSED TESTS.)

Confirming telephone order—do not duplicate.

PLEASE CHECK ONE:

- Free shipping, via UPS Ground. 2 to 7 business days shipping time depending on location. Free upgrade to 2nd Day UPS for locations in Alaska & Hawaii.
- Rush shipping, via UPS 2nd Day or Next Day. \$20 + 10% of order total.

C. AUTHORIZATION

This section must be completed by an individual who has signed the Test Security Agreement with IPMA-HR.

CUSTOMER ID# _____

NAME _____

TITLE _____

AGENCY _____

SHIPPING/STREET ADDRESS (NO PO BOXES) _____

CITY _____ STATE/PROVINCE _____ ZIP CODE _____

COUNTRY _____

PHONE # _____

EMAIL _____

SIGNATURE _____

DATE _____

D. BILLING

You will be billed after your order ships. Unused test booklets will be accepted for credit towards your original invoice if returned within 2 weeks of your scheduled test date. A credit memo will be sent once your return is received.

- Please reference the attached purchase order on my invoice
- My Billing Address is different from my shipping address:

ATTENTION _____

AGENCY _____

ADDRESS _____

CITY _____ STATE/PROVINCE _____ ZIP CODE _____

TO ORDER

CALL: (800) 381-TEST (8378)

FAX: (703) 684-0948

MAIL: 1617 Duke Street,
Alexandria, VA 22314

INTERNET: testing.ipma-hr.org

If you do not receive confirmation within 24 hours of faxing your order, contact us at (800) 381-TEST (8378) or assessment@ipma-hr.org. Photocopy this order form and send to IPMA-HR.