

PUBLICATIONS AND SERVICES ORDER FORM

A. ORDER

We have a Test Security Agreement on file at IPMA-HR and wish to order the following items:

PUBLICATIONS				
	QUANTITY	x	UNIT COST	= TOTAL COST
<input type="checkbox"/> EL-PO 100 Series Candidate Study Guide			\$12	
<input type="checkbox"/> Assessment Center Educational Materials			\$299	
<input type="checkbox"/> Public Safety Oral Interview Handbook			\$80	
<input type="checkbox"/> Test Administration Handbook			\$80	
<input type="checkbox"/> Considerations in Test Accommodations			FREE*	
<input type="checkbox"/> Considerations in Implementing Selection Procedures			FREE*	
<input type="checkbox"/> Considerations in Addressing Adverse Impact			FREE*	
<input type="checkbox"/> Considerations in Handling Item Challenges			FREE*	
			TOTAL:	

* Only available in electronic format, please provide email address in Section B.

SERVICES				
	QUANTITY	x	UNIT COST	= TOTAL COST
Requests for the following items are for electronic information packets further describing each respective service. Each packet will include instructions on how to proceed with ordering the service, as well as current pricing information.				
Please provide an email address in Section B to receive these packets.				
<input type="checkbox"/> Customization Packet				
<input type="checkbox"/> Police Customization Packet			FREE	
<input type="checkbox"/> Fire Customization Packet			FREE	
<input type="checkbox"/> Generic First-Line Supervisor Customization Packet			FREE	
<input type="checkbox"/> Semi-Stock Customization Packet				
<input type="checkbox"/> Police Semi-Stock Customization Packet			FREE	
<input type="checkbox"/> Fire Semi-Stock Customization Packet			FREE	
<input type="checkbox"/> Inspection Copy				
<input type="checkbox"/> Job Analysis Service Packet			FREE	
<input type="checkbox"/> Transportability Study Service Packet			FREE	



Prices and availability of publications and services described here may change. Please visit us on the web for the most up to date information.

B. AUTHORIZATION

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

CUSTOMER ID# _____

NAME _____ TITLE _____

AGENCY _____

SHIPPING/STREET ADDRESS _____

CITY _____ STATE/PROVINCE _____ ZIP CODE _____

COUNTRY _____

PHONE # _____

EMAIL _____

SIGNATURE _____ DATE _____

Please send information about participating in our test development projects. See pages 25-27 for details.

**** PAID PUBLICATIONS
ARE NON-REFUNDABLE****

C. BILLING

- 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 _____

I would like to order by credit card
Please bill my: Visa Mastercard

NAME ON CARD _____

CARD # _____ EXPIRATION DATE _____

SIGNATURE _____

PHONE NUMBER _____

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 or sending your order online, please contact the assessment department at (800) 381-TEST (8378) or assessment@ipma-hr.org. Photocopy this order form and send to IPMA-HR.