

TESTING ORDER FORM

A. ORDER

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

We are in the process of renaming our tests. If you are a returning customer, please see page 3 and 4 of the test catalog to familiarize yourself with the new test names.

TEST/PRODUCT TITLE	QUANTITY	x	UNIT COST	=	TOTAL COST
POLICE SERVICE TESTS & PRODUCTS					
<input type="checkbox"/> PO-EL 101 (TIP) <input type="checkbox"/> PO-EL 102 (TIP)			\$15.00		
<input type="checkbox"/> PO-EL 201-NC (TIP) <input type="checkbox"/> PO-EL 202-NC (TIP)			\$15.00		
<input type="checkbox"/> PO-EL 203-NC (TIP)					
<input type="checkbox"/> PO-EL 301 (VID) Format: <input type="checkbox"/> VHS <input type="checkbox"/> DVD (included in unit cost)			\$15.00		
<input type="checkbox"/> PL 301			\$15.00		
<input type="checkbox"/> PSUP 201 <input type="checkbox"/> PSUP 202 <input type="checkbox"/> PSUP 203			\$15.00		
<input type="checkbox"/> PDET 101			\$15.00		
<input type="checkbox"/> PO-BDQ 201-NC (see scoring below for add'l fees)			\$6.00		
<input type="checkbox"/> PO-RCE 101 (VID) <input type="checkbox"/> PO-RCE 102 (VID) Format: <input type="checkbox"/> VHS <input type="checkbox"/> DVD (included in unit cost)			\$7.50		
FIRE SERVICE TESTS & PRODUCTS					
<input type="checkbox"/> FF-EL 101 <input type="checkbox"/> FF-EL 102			\$12.50		
<input type="checkbox"/> FF-EL 201-NC (TIP) <input type="checkbox"/> FF-EL 202 (TIP)			\$15.00		
<input type="checkbox"/> FF-EL 301-NC (TIP) <input type="checkbox"/> FF-EL 302 (TIP)			\$15.00		
<input type="checkbox"/> FL 101-EM <input type="checkbox"/> FL 102			\$15.00		
<input type="checkbox"/> FF-RCE 101 (VID) <input type="checkbox"/> FF-RCE 102 (VID) Format: <input type="checkbox"/> VHS <input type="checkbox"/> DVD (included in unit cost)			\$7.50		
CORRECTIONS TESTS & PRODUCTS					
<input type="checkbox"/> CO-EL 101 <input type="checkbox"/> CO-EL 102			\$12.50		
<input type="checkbox"/> CO-EL 201 (TIP)			\$15.00		
<input type="checkbox"/> CF-FLS 101			\$15.00		
<input type="checkbox"/> CO-BDQ 201-NC (see scoring below for add'l fees)			\$6.00		
<input type="checkbox"/> CO-RCE 101 (VID) <input type="checkbox"/> CO-RCE 102 (VID) Format: <input type="checkbox"/> VHS <input type="checkbox"/> DVD (included in unit cost)			\$7.50		
EMERGENCY COMMUNICATION CENTER TESTS & PRODUCTS					
<input type="checkbox"/> ECC-EL 101			\$12.50		
<input type="checkbox"/> ECC-EL 102 (AUD) Audio Format ECC-EL 102 (AUD): <input type="checkbox"/> CD <input type="checkbox"/> VHS <input type="checkbox"/> Cassette			\$12.50		
<input type="checkbox"/> ECC-EL 201 (VID) Format: <input type="checkbox"/> VHS <input type="checkbox"/> DVD (included in unit cost)			\$15.00		
<input type="checkbox"/> ECC-FLS 101			\$15.00		
ADMINISTRATIVE TESTS & PRODUCTS					
<input type="checkbox"/> Administrative Support Modules (List modules below)			(see below)		
<input type="checkbox"/> CASM-1 (5 modules)			(see below)		
<input type="checkbox"/> CASM-2 (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>\$90/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 and availability of tests and services described here may change. Please visit us on the web for the most up to date information.

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.