

Order online [www.casas.org/order](http://www.casas.org/order)

Order via email [www.casas.org/order](http://www.casas.org/order) download order form to your desktop.

- Fill out and email to [orders@casas.org](mailto:orders@casas.org).
- Call 800-255-1036 opt. 3 with credit card number to ensure privacy. (Do not write credit card information on order form; credit card receipt sent with invoice.) VISA, MasterCard, AmEx, Discover Card.
- Check payable to CASAS or purchase order.

### Terms

- Net 30 days.

### Regular Delivery

- Receive within ten working days of placing online order or order form arriving at CASAS.
- Orders shipped via regular UPS ground delivery F.O.B. San Diego, California.
- Add 10% shipping and handling fee.
- All 50 states, Puerto Rico, and Canada have a UPS ground-service option.
- International shipping charges apply to all other locations.

### Expedited Delivery

- Not all products available for expedited delivery.
- Upgrade shipping status to Next Day, 2-Day, or 3-Day UPS service.
- Call 1-800-255-1036, opt. 3, to confirm receipt of expedited delivery orders.
- In addition to 10% shipping and handling fee (see Regular Delivery above), UPS charges for expedited shipping will be added to your invoice. UPS costs calculated at shipping based on weight and distance.

### Returns

CASAS wants every customer to be satisfied with all purchases.

- Returns accepted on unopened materials in full sets and in good resalable condition.
- Returns fully refunded only when received up to 30 days after shipping.
- Returns received 31-60 days after shipping subject to 25% re-stocking charge.
- Returns after 60 days not accepted.
- Shipping and handling charges not refundable.
- Call 1-800-255-1036, opt. 3 for return authorization code before shipping materials.

### Incomplete Orders

- If your order is missing items, contact CASAS within 30 days after shipment for a replacement order.
- No replacements after 30 days.

### Training and Test Use Agreement

Acknowledging that the ultimate responsibility for test administration lies with the user, CASAS users agree to:

1. Train appropriate personnel to administer CASAS testing instruments.
2. Use tests only for appropriate purposes and with examinees for whom they are appropriate
3. Follow exactly all administration and scoring specifications.
4. Not duplicate in any manner test items, answer sheets, manuals, or use any test items for practice.
5. Follow all test security procedures and guidelines as set forth in CASAS test administration manuals.
6. **Before CASAS can process your order, you must complete the Training and Test Use Agreement online or on the order form. CASAS verifies all training information.**

#### Training and Test Use Agreement

I agree to follow training and test use conditions as specified by CASAS.

Name of Person Trained: \_\_\_\_\_ Training Date: \_\_\_\_\_

[www.casas.org/product-overviews/order/ordering-terms](http://www.casas.org/product-overviews/order/ordering-terms)

Email address:	Today's date:
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**Method of Payment (Information required before order can be processed)**

<input type="checkbox"/> Purchase Order No.	<input type="checkbox"/> Check must be mailed with order form
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**Do not write credit card # on this form.** Call 858-292-2900 or 1-800-255-1036 opt. 3 to give credit card #.

Check credit card type:  Visa     Master Card     AmEx     Discover Card

<i><b>Billing Information</b></i>	<i><b>Shipping Information</b></i>
Full Agency Name	Full Agency Name
Billing Contact Name	Shipping Contact Name
Street Address	Street Address (no P.O. Box #)
City	City
State      ZIP	State      ZIP
Telephone	<b>TE Agency ID</b>

<b>Title</b>	<b>Code</b>	<b>Quantity</b>	<b>Price</b>	<b>Subtotal</b>

**Subtotal**

**Option 1: Ground Delivery**  No  Yes (add 10% of subtotal). All Alaska and Hawaii orders add additional \$35

**Option 2: Expedited Delivery**  No  Yes (add 10% handling fee **plus expedited shipping charge**).  
 Call ext. 124 for quote.

**Expedited** delivery option:  3rd Day     2nd Day     Next Day

Not all products available for expedited delivery. Expedited orders shipped day after CASAS receives order.

**Processing Fee:** Add \$15 for CASAS eTests, TOPSpro Enterprise, NEDP  
 California agencies add sales tax in your county

**Total**