

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** 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, press 0, 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 products purchased.

- Returns accepted on unopened materials in full sets and in good resalable condition.
- Returns fully refunded only when received up to 45 days after shipping.
- Returns received 46-89 days after shipping subject to 25% re-stocking charge.
- Returns after 90 days not accepted.
- Shipping and handling charges not refundable.
- Call 1-800-255-1036, ext. 151 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 classroom 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: \_\_\_\_\_

**Order Form** Email orders to [orders@casas.org](mailto:orders@casas.org). Fax orders to 858-292-2910

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**Mail orders** to CASAS, 5151 Murphy Canyon Road, Suite 220, San Diego, CA 92123-4339

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