

Ordering Information

- Online Ordering**
- Go to www.casas.org/order for convenient, easy-to-use online ordering.
 - Pay by purchase order, VISA, MasterCard, American Express, or Discover Card.

- Other Ordering Options**
- Fax, mail, or e-mail (orders@casas.org) order form to CASAS.
 - Pay by check, purchase order, VISA, MasterCard, American Express, or Discover Card.
 - Call customer service to provide credit card information to ensure privacy. (*Do not write credit card information on order form; credit card receipt sent with invoice.*)
 - Make checks payable to CASAS.

- 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.
 - Add 10% shipping and handling fee.
 - All orders are F.O.B. San Diego, California.
 - 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 the 10% shipping and handling fee (see Regular Delivery above), UPS charges for expedited shipping will be added to your invoice. The UPS costs are calculated at the time of 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 will not be accepted.
 - Shipping and handling charges are not refundable.
 - Please 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 to receive a replacement order. No replacements can be made 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.

Before an order can be processed, the Training and Test Use Agreement must be completed on the order form or with your online order.

E-mail address:	Today's date:
<i>Method of Payment (Information required before order can be processed)</i>	
<input type="checkbox"/> Purchase Order No.	<input type="checkbox"/> Check must be mailed with order form
Do not write credit card number on this form. Call 858-292-2900 or 1-800-255-1036 extension 151 to give credit card number.	
Check credit card type: <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> AmEx <input type="checkbox"/> Discover Card	

<i>Billing Information</i>		<i>Shipping Information</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		Telephone	
FAX		FAX	

Title	Code	Price	Quantity	Subtotal
Subtotal				
Shipping and Handling Fee				
Option 1: Ground Delivery <input type="checkbox"/> No <input type="checkbox"/> Yes (add 10% of subtotal). All Hawaii orders add additional \$35.00				
Option 2: Expedited Delivery <input type="checkbox"/> No <input type="checkbox"/> Yes (add 10% handling fee plus expedited shipping charge). Call ext. 151 for quote.				
If Expedited , please choose a delivery option: <input type="checkbox"/> 3rd Day <input type="checkbox"/> 2nd Day <input type="checkbox"/> Next Day				
Not all products available for expedited delivery. Expedited orders shipped day after CASAS receives order.				
Option 3: Processing Fee. Add \$15 for CASAS eTests, TOPSpro Enterprise, NEDP.				
California agencies add sales tax (tax in your county)				
Total				

Before an order can be processed, the Training and Test Use Agreement below must be completed and will be verified.

Training and Test Use Agreement

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

Signature

Who in your agency received CASAS training?
Date
Online Course or Name of Trainer