

# Ordering Information

Placing Orders	<ul style="list-style-type: none"> <li>• Fax or mail order form to CASAS. No telephone orders accepted.</li> <li>• Pay by check, purchase order, VISA, MasterCard, American Express, or Discover Card.</li> <li>• Call customer service to provide credit card information to ensure privacy. (<i>Do not write credit card information on order form; credit card receipt sent with invoice.</i>)</li> <li>• Make checks payable to CASAS.</li> </ul>
Terms	<ul style="list-style-type: none"> <li>• Net 30 days.</li> </ul>
Regular Delivery	<ul style="list-style-type: none"> <li>• Receive within ten working days of order form arriving at CASAS.</li> <li>• Orders shipped via regular UPS ground delivery.</li> <li>• All orders are F.O.B. San Diego, California.</li> <li>• All 50 states, Puerto Rico, and Canada have a UPS ground-service option. International shipping charges apply to all other locations.</li> </ul>
Expedited Delivery	<ul style="list-style-type: none"> <li>• Not all products available for expedited delivery.</li> <li>• Upgrade shipping status to Next Day, 2-Day, or 3-Day UPS service.</li> <li>• Call 1-800-255-1036, press 0, to confirm receipt of expedited delivery orders.</li> <li>• A 10% handling fee plus actual UPS expedited shipping charges will be added to your invoice. The 10% fee is applied to subtotal and UPS charges are calculated at time of shipping.</li> </ul>
Returns	<p><i>CASAS wants every customer to be satisfied with all products purchased.</i></p> <ul style="list-style-type: none"> <li>• Returns accepted on unopened materials in full sets and in good, resalable condition.</li> <li>• Returns fully refunded only when received up to 45 days after shipping.</li> <li>• Returns received 46-89 days after shipping subject to a 25% re-stocking charge.</li> <li>• Returns after 90 days will not be accepted.</li> <li>• Shipping and handling charges are not refundable.</li> <li>• Please call 1-800-255-1036, ext. 151 for return authorization code before shipping materials.</li> </ul>
Incomplete Orders	<ul style="list-style-type: none"> <li>• If your order is missing items, contact CASAS within 45 days after shipment to receive a replacement order. No replacements can be made after 45 days.</li> </ul>

## 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.

# Order Form 2012

All orders must be placed in writing.  
Telephone orders will not be accepted.  
E-mail orders to: [orders@casas.org](mailto:orders@casas.org)

Send all orders to: **CASAS**  
5151 Murphy Canyon Road, Suite 220  
San Diego, CA 92123-4339 • Fax 858-292-2910

Today's Date: \_\_\_\_\_

## Method of Payment:

☐ Purchase Order No. \_\_\_\_\_

☐ Check No. must be  
mailed with order form

Call to give credit card number

☐ Visa ☐ Master Card  
☐ AmEx ☐ Discover Card

Expiration Date \_\_\_\_\_

## Billing Information:

Full Agency Name \_\_\_\_\_

Billing Contact Name \_\_\_\_\_

Street Address \_\_\_\_\_

City State ZIP \_\_\_\_\_

Telephone \_\_\_\_\_

FAX \_\_\_\_\_

## Shipping Information:

Full Agency Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Street Address (No P.O. Box #) \_\_\_\_\_

City State ZIP \_\_\_\_\_

Telephone \_\_\_\_\_

FAX \_\_\_\_\_

(Prices subject to change)

Title	Code	Price	Quantity	Subtotal

### SHIPPING AND HANDLING FEES

for  
UPS Ground Delivery  
and  
Expedited Delivery  
Add 10% to Subtotal

For all Hawaii orders add \$30 to  
the 10% shipping and handling  
charge.

- Orders shipped via regular UPS unless Expedited Delivery is requested.
- Orders cannot be processed until training and payment are verified.

#### EXPEDITED Delivery

- A 10% handling fee plus UPS expedited shipping charges will be added to your invoice. UPS charges are calculated at time of shipping.

Subtotal

10% shipping & handling for non-expedited orders  
Hawaii add an additional \$30.00 (see box at left)

**EXPEDITED Delivery** ☐ No ☐ Yes (10% of subtotal)  
If YES, please check option below:



**UPS** ☐ 3rd Day ☐ 2nd Day ☐ Next Day  
Not all products available for expedited delivery.

Calculated at  
Shipment

Subtotal

California agencies add sales tax (tax in your county)

**Total**

### Failure to complete Training and Test Use Agreement will delay your order.

Before an order can be processed, the Training and Test Use Agreement must be completed below 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 \_\_\_\_\_