

2018 University Training Program Order Form: General Assessment Materials

Date ____/____/____

Photocopy before completing

Payment Information

Please enclose a check, money order, or valid purchase order with all orders.

☐ Purchase Order enclosed. Number _____☐ Check enclosed. Number _____☐ Money Order enclosed.

IMPORTANT NOTE FOR CREDIT CARD USERS: For your security, we can only accept credit card orders through our secure website, hnhco.com/HMHAAssessment, or by phone at 800.323.9540. Customers wishing to remit payment by credit card will be contacted by HMH Customer Experience Support—Assessments once their order has been processed.

Exempt from state sales tax. (Please attach copy of certificate)

Cert. no. _____

Cert. Expiration Date _____

NOTE: Orders from first time purchasers require a completed Test Purchaser Qualification Form.

Professional Credentials

Choose One:

☐ Test Purchaser Qualification Form attached☐ Licensed In (area): _____ State _____

License Expiration Date _____

☐ Member of professional organizations (Check all that apply.)☐ ACA ☐ AERA ☐ AMA ☐ APA ☐ ASHA ☐ CEC☐ NASP ☐ NCME ☐ Other _____

Charge to: (See note above)

Name _____

Position _____

Organization _____

Billing Address _____

City _____ State _____ Zip _____

Phone: (____) _____ Fax: (____) _____

Email address _____

Ship to: (if different from billing address)

Name _____

Position _____

Organization _____

Shipping Address _____

City _____ State _____ Zip _____

Phone: (____) _____ Fax: (____) _____

Email address _____

*** REQUIRED INFORMATION ***

YOUR ORDER CANNOT BE PROCESSED WITHOUT THIS INFORMATION!

ACCOUNT HOLDER: This person will be the primary administrative, IT and implementation contact for web-based scoring in your organization or institution. There may be only one Account Holder. Check here if you already have an Account Holder on file. ☐

Name _____

Organization _____

Is this your first WJ IV order? ☐ Yes ☐ No

Email address* _____

(*REQUIRED — provides access to reporting)

Phone: (____) _____

NOTE: Orders from first time purchasers require a completed Test Purchaser Qualification Form.

This order form is intended only for assessments other than the Woodcock-Johnson IV. To place an order for WJ IV materials, please use the appropriate order form. WJ IV orders submitted on this form will not be processed.

hnhco.com • 800.323.9540

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Photocopy before completing

Item and Packaging	Code Number	Quantity	Catalog Price	Total Price
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Subtotal for this page

* A shipping service fee is prepaid and added to the invoice. Estimate 10% (\$10.00 minimum) for ground shipping; 15% (\$10.00 minimum) for Second Day Air and shipping to AK and HI; 17% (\$20.00 minimum) for Next Day Air shipping; and 25% for international shipments. Ground transportation available for AK and HI upon request.

Less 40% discount (must complete section below indicating course name, etc.)
(Discount does not apply to distributed products, central scoring, or training materials.)

State Sales Tax

Shipping Service Fee*

Total

Continued, next page

REQUIRED INFORMATION**Order will not be processed without the section below completed.**

Course Title _____ Course # _____ Course Enrollment _____

Course Schedule _____

Instructor's Name _____

(☐ Fall ☐ Winter ☐ Spring ☐ Summer)

Course Title _____ Course # _____ Course Enrollment _____

Course Schedule _____

Instructor's Name _____

(☐ Fall ☐ Winter ☐ Spring ☐ Summer)

Department Chair/Program Director:

Course Instructor:

Name _____ Name _____

Signature _____ Signature _____

Your signature here reflects your agreement to:

1. Keep all test materials in locked files or restricted areas when not in use; and
2. Release materials to students or personnel who need them to meet course or research requirements upon approval of an appropriate faculty member.

How to Place Your Order:Via email: AssessmentsOrders@hnhco.com

Via fax: 630.467.7192

Via phone: 800.323.9540

Via mail: Customer Experience Support—Assessments

Houghton Mifflin Harcourt

255 38th Avenue, Suite L

St. Charles, IL 60174

Inquiries may be directed to: AssessmentsCS@hnhco.comFor more information, please visit: hnhco.com/HMHAssessment

Note: To insure adequate processing time when submitting an expedited RUSH order, please phone in your order to 800.323.9540.



CHOKING HAZARD (1).

Certain clinical assessments include manipulatives with small parts that may present a choking hazard for children under the age of eight. Do not allow the child to place any manipulative in their mouth. A trained adult examiner must always closely supervise the administration of clinical tests and the use of manipulatives by children.

Prices quoted are subject to change without notice and do not include transportation charges unless otherwise stated. All orders will be filled at prices in effect upon receipt of your order. To obtain the most up to date pricing please call Houghton Mifflin Harcourt at 800.323.9540 or visit us online at hnhco.com.

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