

Paper-based Survey Order Form

This order form does **not** include processing fees. Customers will receive an invoice for these fees **after** data processing. (See pricing information at www.acha-ncha.org/docs/ACHA-NCHA_Participation_Processing_Fees.pdf)

Before survey processing and report generation can be completed, you **must** send to ACHA the NCHA Campus Demographic Survey as well as administrative approval and/or Institutional Review Board (IRB) approval.

BILL TO

Name _____ Title _____
 Institution _____ ACHA Institutional Member ID # _____
 Street Address _____

 City/State/Zip _____
 Phone _____ E-mail _____

SHIP TO

Name _____ Title _____
 Institution _____ ACHA Institutional Member ID # _____
 Street Address (NO P.O. BOX #s) _____

 City/State/Zip _____
 Phone _____ E-mail _____

ORDER PAPER-BASED SURVEYS AND PRODUCTS

Indicate if participating in Fall or Spring Year _____

	Quantity	ACHA Institutional Member Price	ACHA Non-Institutional Member Price	Total
Paper Survey Scan Forms	_____ X	\$0.55 ea.	OR \$1.00 ea.	= _____
Reports Package (1 REQUIRED) Includes: • Institutional Data File in SPSS • Institutional Data Report • Institutional Executive Summary	X	\$300	OR \$500	= _____
Survey Processing/Scanning Fee	TBD X	\$0.70 ea.	OR \$1.25 ea.	= <u>INVOICED AFTER PROCESSING</u>
Additional Report Package(s)	_____ X	\$300	OR \$500	= _____
Extra Custom Questions	No charge – see User’s Manual at www.acha-ncha.org			
Total Amount Due				_____

PAYMENT (Invoice/receipt will be emailed to person entered in “BILL TO” above)

Institutional Purchase Order # _____ Check or money order payable to ACHA
 Visa MasterCard American Express
 Card # _____ Exp. Date _____ CSV (from back of card) _____ Billing Zip _____
 Cardholder’s Name _____ Signature _____

Remittance address for payment (you may fax if paying by credit card or PO):
 ACHA-NCHA, P. O. Box 419224, Boston, MA, 02241-9224, Fax (410) 859-1510
 Please be sure to include this order form with your payment.

For more information, contact Emily Lenning at elenning@acha.org.