



# Order Form

To ensure prompt and accurate delivery, all information requested below and on the following page must be provided. An incomplete and/or unsigned order form will not be processed and will be returned to the sender.

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<b>Date</b>	<b>Required Delivery Date</b>	<b>Account # (if known)</b>
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**Shipping Address (print or type):**

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Name

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School/District

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Street

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City	State	Zip/Postal Code
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Phone	Fax	E-mail
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**Billing Address (if different):**

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Name

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School/District

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Street

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City	State	Zip/Postal Code
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Phone	Fax	E-mail
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**Mail or fax completed form to:**

Secondary Level English Proficiency Test  
Order Services Section  
PO Box 6156  
Princeton, NJ 08541-6158 – USA

**Phone:** 609-771-7206

**Fax:** 973-735-1903

**By signing this order form, I agree to comply with all of the policies and procedures for administering the test as described in the SLEP Test Manual. I also agree to maintain the confidentiality of student scores, and to protect the security of the SLEP test.**

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Institution (print or type)

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Last Name	First Name	Title
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Signature	Date
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	Item Number	Description	Unit Price (US Dollars)	Quantity	Total Price (US Dollars)
<b>TEST FORM 4</b>	749458	Basic Test Material Package (20 test books, 100 answer sheets, 1 CD for Listening Comprehension, and 1 test manual)	255.00		
	724118	Test books (per pack of 10)	90.00		
	997802	Answer Sheets (per pack of 100)	100.00		
	743264	CD for Listening Comprehension	15.75		
<b>TEST FORM 5</b>	749459	Basic Test Material Package (20 test books, 100 answer sheets, 1 CD for Listening Comprehension, and 1 test manual)	255.00		
	724017	Test books (per pack of 10)	90.00		
	998298	Answer Sheets (per pack of 100)	100.00		
	743265	CD for Listening Comprehension	15.75		
<b>TEST FORM 6</b>	749460	Basic Test Material Package (20 test books, 100 answer sheets, 1 CD for Listening Comprehension, and 1 test manual)	255.00		
	724042	Test books (per pack of 10)	90.00		
	998299	Answer Sheets (per pack of 100)	100.00		
	743266	CD for Listening Comprehension	15.75		
	746485	SLEP Test Manual (Forms 4, 5 & 6)	N/C		N/C
	999090	SLEP Technical Supplement	N/C		N/C
				<b>Subtotal</b>	
				<b>Shipping &amp; Handling*</b>	
				<b>Sales Tax**</b>	
				<b>Total</b>	

\*For orders within U.S. and Canada, add 7%. For all other locations, add 20%.

\*\* Add appropriate state sales tax. In Canada, add GST/HST (Reg. #131414468RT) and QST (Reg. #1087967545).

**Note:** Extraordinary shipping charges incurred to meet requested deadlines will be billed to the customer. To avoid extra shipping fees, orders must be received at ETS at least four (4) weeks prior to administration date.

Prices are subject to change without notice.

ORDERS OVER US\$1,000 WILL RECEIVE A 15% DISCOUNT.

**Method of Payment (check one):**

- Check enclosed made payable to ETS – SLEP
- Signed institutional purchase order attached (U.S. and Canada only). Minimum order US\$50.
- Credit card (circle one): VISA, American Express, MasterCard, JCB, Discover

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Expiration Date (Month/Year)

\_\_\_\_\_  
Cardholder's Name (print or type)

\_\_\_\_\_  
Cardholder's Signature

\_\_\_\_\_  
Date