



# ACAT<sup>®</sup> Order Form (2012-2013)

PACAT Inc. · PO Box 767 · Clarksville, TN 37041-0767

866-680-2228 (toll free)

931-552-9167 (fax)

ACAT.orders@collegeoutcomes.com

For administration between June 1, 2012 and May 31, 2013

Discipline	Curriculum Pattern and Options (if applicable)	Online Version (✓)	Unit Price (see back)	Enter quantity for each type of use below		
				Seniors	Pretests	Other

Orders must include a valid payment method (purchase order or institutional purchase card number) before they can be filled. Prepayment must include shipping and handling costs. Call 1-866-680-2228 (toll free) or e-mail ACAT.orders@collegeoutcomes.com for shipping estimates when necessary.

Order Date  Administration Date  Tests will be shipped to arrive 1 week prior to this date. If the order is received fewer than 10 working days (2 days for ACAT Online codes) prior to this date, a \$35 rush fee will be added to the order.

Departmental Representative \_\_\_\_\_ Name \_\_\_\_\_ Telephone \_\_\_\_\_  
 \_\_\_\_\_ Signature \_\_\_\_\_ Email Address \_\_\_\_\_

The departmental representative is responsible for insuring the test booklets / authentication codes are kept secured and the booklet seals are broken only by examinees at the time of administration which will be conducted in accordance with the instructions in the administration manual. The individual who will be responsible for these testing materials must read this statement and sign where indicated.

Purchase Order # <input type="text"/>  Billing Address: _____ _____ Telephone: _____	Purchase Card <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express Card # _____ Expiration Date: ____/____ CSV Code: ____ Name on Card: _____ Billing Address: _____ (optional) Send my receipt by email to: _____
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**Shipping Instructions** (Please provide a complete shipping address. We cannot ship to PO boxes. If a purchase order is used, we will use the shipping instructions in the purchase order.)

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Your order will be shipped by UPS standard ground (where available) to arrive approximately 1 week prior to the administration date specified above. In the event orders are received fewer than 10 working days prior to administration, we reserve the right to use 2nd Day or Next Day Air service to insure receipt.

## ACAT PRICE LIST (June 2012 through May 2013)

Discipline	Senior Outcomes			Pre-Testing			2-Year Programs		
	Paper	Online New	Renew	Paper	Online New	Renew	Paper	Online New	Renew
<b>Agriculture</b>	20.60	17.95	0	12.40	10.80	0	7.10	6.75	0
<b>Art</b>	12.15	10.60	0	7.30	7.00	0			
<b>Biology</b>	20.60	17.95	0	13.40	11.80	0	7.10	6.75	0
<b>Communication *</b>	8.85	7.70	0	6.25	5.45	0			
<b>Criminal Justice</b>	20.60	17.95	0	13.40	11.80	0	7.85	6.75	0
<b>General Business</b>	16.15	14.10	0	9.70	8.45	0	7.10	6.75	0
<b>Geology</b>	10.90	9.50	0	6.55	6.25	0			
<b>History</b>	19.00	16.55	0	11.40	9.95	0			
<b>Literature in English</b>	17.90			10.75					
<b>Political Science</b>	18.45	16.10	0	11.10	9.70	0			
<b>Psychology</b>	20.60	17.95	0	13.40	11.80	0			
<b>Social Work</b>	20.60	17.95	0	13.40	11.80	0			

Pre-tests are designed to be used with students who are at least 1 year from completion of the course of study for the major. These tests are scored against the national senior reference groups but are not included in them. Individual student scores are not provided to departments for pre-tests unless an appropriate use agreement has been reached in advance. Please call PACAT or visit [www.collegeoutcomes.com](http://www.collegeoutcomes.com) for more information about this program. Uses other than those listed above will be priced according to use and must be approved by PACAT.

\* The ACAT in Communication is being offered at a reduced cost during the 2012-13 year while the reference groups are being accumulated.

### Other Services and Charges

<b>Replacement or Additional Score Reports</b> - (Two included with your order at no additional charge.)	Contact Us
<b>Score Reports and Data on CD</b> - (Available in late June for full year data only.)	\$24.00
<b>Individual Single Page Student Score Reports</b> - Requested either by students or departments. Price is per student. (These are in addition to the lists of student scores normally provided as part of the basic score report.)	\$15.00
<b>Special/Early Scoring</b> - Scoring provided before normal reporting period.	\$45.00
<b>Curriculum Change (mid-year)</b> - Institutions may change the content areas that appear on their tests (flexible content disciplines only) at <u>no charge</u> provided they have not administered the old version at any time during the current testing year (June 1 to May 31). Otherwise, an administrative setup fee must be paid to make the change effective.	\$100.00
<b>Re-marking Answer Forms</b> - If answer forms cannot be electronically scanned because of a failure to follow the instructions provided with the materials, the institution will have the option to pay to have the forms re-marked. Payment must be received before scoring will be conducted on these forms.	\$3.30 Per form
<b>Rush Orders</b> - A rush fee will be added to orders for paper tests received less than 10 business days prior to the administration date and orders for online tests received after 10 a.m. M-F (CT) on the day prior to administration.	\$35.00

The ACAT prices above are per examinee and include one time use of a test booklet or online authentication code, scoring, score reporting, and records maintenance.

Single orders for paper ACATs to be administered on or before May 31, 2013 will be discounted at the following rates: a 2.5% discount will apply to orders with quantities between 50 and 99; quantities of 100 or more will receive a 4% discount. These discounts apply only to the per examinee cost. They do not apply to shipping and handling charges or other services and charges listed above. PACAT Inc. reserves the right to terminate or modify this discount program at any time without notice.

All testing materials remain the property of PACAT Inc. Unused booklets may be retained if they are to be used prior to the expiration date printed on the front of the booklet. Tests ordered for administration on or after June 1 expire on May 31 of the following year. All materials, used and unused, must be returned within 30 days of the expiration date. PACAT Inc. does not issue credits or refunds for unused booklets.

Shipment will be by UPS Ground (where available) unless otherwise requested or necessary to fill a rush order. Shipping and handling fees must be paid by the ordering institution.

Providing an incorrect shipping address or an address to which your institution will not permit direct UPS deliveries may result in a UPS delivery redirection fee being billed back to your institution with this order. PACAT Inc. is not responsible for materials that are delayed in transit due to carrier problems or non-deliverable addresses provided at the time an order is placed.

PACAT services are invoiced when the order is shipped. Payment terms are net 30. In the event this account is not settled in a timely manner we may, at our option, declare the entire balance due immediately without notice or demand. The individual or entity whose name appears on this account must pay all costs, disbursements and reasonable attorneys' fees incurred by us in legal proceedings to collect and enforce the debt on this account in the event of delinquency. For orders placed by institutional employees without appropriate institutional authorization, these terms shall apply to the employee as well as to the institution. We reserve the right to decline further orders for testing services until such times as accounts have been satisfactorily settled.