

Important! This form must accompany all test material returns to ensure prompt processing! If booklets and answer forms are returned separately, a copy must be included with each.

ACAT[®]

Booklet and Answer Form Return Record

Institution Name: _____ **Institution Code:** _____

Contact Name: _____ **Phone:** (____) _____

Email Address: _____

Discipline (enter amounts for all disciplines being returned for scoring in this package):

Agriculture Used _____ Unused _____	Art Used _____ Unused _____	Biology Used _____ Unused _____	General Business Used _____ Unused _____	Crim. Justice Used _____ Unused _____	Geology Used _____ Unused _____
History Used _____ Unused _____	Lit in English Used _____ Unused _____	Political Science Used _____ Unused _____	Psychology Used _____ Unused _____	Social Work Used _____ Unused _____	Communication Used _____ Unused _____

Booklet Numbers being returned:

____ - _____ to ____ - _____ ____ - _____ to ____ - _____
 ____ - _____ to ____ - _____ ____ - _____ to ____ - _____
 ____ - _____ to ____ - _____ ____ - _____ to ____ - _____

Number of Completed Answer Forms being returned: _____

(Answer forms returned in a separate shipment yes _____ or no _____?)

***Reminder! Verify that a student name roster is included with returned materials and the number of students tested, matches the number of completed Answer Forms returned.**

Comments or irregularities:

Office Use Only:

USED Booklet count verified: _____ Date Received: ____/____/____

UNUSED Booklet count verified: _____ Order Number: _____

Answer form count verified: _____ Configurations verified: _____ Batch No: _____

Email confirmation of receipt sent: _____

Notes:

RETURNING ACATs FOR SCORING

You must return your answer sheets in a manner that will allow the shipment to be traced. The U.S. Postal Service offers several options that provide tracking numbers. Commercial carriers (UPS, DHL, FedEx, etc.) also provide tracking numbers for materials shipped with them. If you are shipping overnight, we recommend you use UPS Next Day Air Saver.

PACAT Inc. cannot be held responsible for providing services for materials that it does not receive. In the event that answer forms or test booklets cannot be accounted for, we will require a shipper name and tracking number to determine their disposition. Test booklets and answer forms remain the property of PACAT Inc. but are the responsibility of the academic institution until they are signed for by an employee of PACAT Inc.

ALL MATERIALS RETURNED FOR PROCESSING MUST ARRIVE AT THIS ADDRESS

**PACAT Inc.
705 North Second St
Suite C
Clarksville, TN 37040**