

**Order Form**

**CTB/McGraw-Hill Pre-Coding Services**



**CTB/McGraw-Hill  
20 Ryan Ranch Road  
Monterey, CA 93940**

Fax this completed Order Form with the Purchase Order for faster processing

Purchasing Authority	Title
Purchase Order Number	When will you need your precoded documents? ( / / )
What is your official test date? ( / / )	
<b>Ship to:</b>	<b>Bill to:</b>
School/Organization	School/Organization
Address	Address
City, State, Zip Code	City, State, Zip Code
Attention	Attention
Title	Title
Phone ( )	Phone ( )

<b>Shipment contains:</b>	<b>Quantity each:</b>	<b>Total Number of Files:</b>
Test Data <input type="checkbox"/> Electronic <input type="checkbox"/> File Transfer Protocol (FTP) Site		
Final Data <input type="checkbox"/> Electronic <input type="checkbox"/> File Transfer Protocol (FTP) Site		

Will you be using Precoded Student Information Forms (Slipsheets)?  YES  NO

Will you be using Precoded Barcode Labels (Available for *TerraNova, Third Edition* only)?  YES  NO

Did you use the Student ID field (Columns A-J) for a unique matching number for use in integrated reporting? If so, circle the Y under Columns A-J below.  YES  NO

Did you use any Columns (A-S) for special codes? If so, indicate below for each column Whether the edit is critical by circling Y or N.  YES  NO

Column	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Yes	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
No	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N

<p><b>Please refer to the Precoding Instruction Booklet for a list of document code numbers. Include on separate lines:</b></p> <ul style="list-style-type: none"> <li>• Achievement testing at scannable-booklet levels</li> <li>• Achievement testing at answer-sheet levels</li> <li>• Combination (achievement &amp; aptitude) testing at scannable-booklet levels</li> <li>• Combination testing at answer-sheet levels</li> </ul>	<p><b>What percentage coverage of blank forms do you need? (Default is 5%)</b> Indicate in increments of 5%.</p> <p>_____ %</p>
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Test Forms/Levels	Grades Tested	# of Schools	# of Classes	# of Students	Code Numbers

CTB USE ONLY: S. O. #: **61540HP** Date Received: / /