

Please complete electronically or write legibly in CAPITAL letters with blue/black ink.

Contact Person

 / /

Date Needed

Contact Email Address

Contact Telephone Number

Payment Options

U.S. Postal Mail:
The College Board
ACCUPLACER Dept.
PO Box 7500
London, KY
40742-7500

Include signed institutional purchase order or check only.

Email:
accuplacerorder@collegeboard.org.

Signed institutional purchase orders only.

Phone:
866-607-5223
(M–F 8:30 a.m.–6 p.m. ET)

Credit cards only.

Billing Information*:

Institution

Name

Title

Billing Email Address

Address

City

State

ZIP

Purchase Order Number

Shipping Information: (if different from billing information)

Institution

Name

Title

Billing Email Address

Address

City

State

ZIP

Submitted By

Use order form billing address

Method of Payment

- Check made payable to: The College Board, ACCUPLACER Dept., P.O. Box 7500, London, KY 40742-7500
- Signed institutional purchase order

*PO address will be used for billing unless otherwise indicated above. Signed PO must accompany signed order form.

Do not email your credit card information. Credit card orders can only be taken over the phone.

ACCUPLACER® Test Units Minimum order 100 Units	Please circle or fill-in your price selection.				Total Units Ordered	Total Cost
	Standard Price	College Board Member/Volume Discount Price ¹	System-Approved Price ²	Other Approved Price		
ACCUPLACER Test Units—See below for units required to administer ACCUPLACER tests. (Item # 070092188)	\$2.30	\$2.15	\$1.95			
List the site where the units should be added. Site ID # _____	¹ Volume discount pricing is available on single orders of 50,000 units or more. ² System-approved pricing is only available to institutions that have a signed contractual agreement.					

ACCUPLACER Test	Units	ACCUPLACER Test	Units	ACCUPLACER Test	Units
Reading Comprehension	1	Next-Generation Quantitative Reasoning, Algebra, and Statistics	1	WritePlacer ESL	2
Sentence Skills	1	Next-Generation Advanced Algebra and Functions	1	Diagnostic Reading Comprehension	1
Arithmetic	1	Local Test	1	Diagnostic Sentence Skills	1
Elementary Algebra	1	ACCUPLACER ESL—Reading Skills	1	Diagnostic Arithmetic	1
College-Level Mathematics	1	ACCUPLACER ESL—Sentence Meaning	1	Diagnostic Elementary Algebra	1
Next-Generation Reading	1	ACCUPLACER ESL—Language Use	1	Computer Skills Placement—Basic	1
Next-Generation Writing	1	ACCUPLACER ESL—Listening	2.5	Computer Skills Placement—Advanced	1
Next-Generation Arithmetic	1	WritePlacer®	2		

COMPANION™ Tests**

Paper and pencil test with two alternate forms. Please choose form and quantity.
(Answer sheet sold separately.)

COMPANION Regular Print **NONREUSABLE** Test Booklets³

		Price	Quantity Ordered Form F/H	Quantity Ordered Form G/I	Quantity Ordered Form J	Quantity Ordered Form K	Total Cost
Arithmetic	Form F (Item # 080092642) Form G (Item # 080092643)	\$2.50			COMPANION Online Paper Processing System on ACCUPLACER Platform	COMPANION Online Paper Processing System on ACCUPLACER Platform	
Elementary Algebra	Form F (Item # 080092652) Form G (Item # 080092653)	\$2.50					
College-Level Mathematics	Form F (Item # 080092646) Form G (Item # 080092647)	\$2.50					
Reading Comprehension	Form H (Item # 140095750) Form I (Item # 140095751)	\$2.50					
Sentence Skills	Form H (Item # 140095782) Form I (Item # 140095783)	\$2.50					
ESL — Reading Skills	Form H (Item # 140095758) Form I (Item # 140095759)	\$2.50					
ESL — Sentence Meaning	Form H (Item # 140095774) Form I (Item # 140095775)	\$2.50					
ESL — Language Use	Form H (Item # 140095766) Form I (Item # 140095767)	\$2.50					
WritePlacer®	Form F (Item # 100093506) Form G (Item # 100093507)	\$6.00					
WritePlacer ESL	Form F (Item # 100093508) Form G (Item # 100093509)	\$6.00					

COMPANION Special Format **REUSABLE** Tests — Large Print³

Arithmetic	Form F (Item # 080092881) Form G (Item # 080092882)	\$15.00			COMPANION Online Paper Processing System on ACCUPLACER Platform	COMPANION Online Paper Processing System on ACCUPLACER Platform	
Elementary Algebra	Form F (Item # 080092871) Form G (Item # 080092872)	\$15.00					
College-Level Mathematics	Form F (Item # 080092877) Form G (Item # 080092878)	\$15.00					
Reading Comprehension	Form H (Item # 140095752) Form I (Item # 140095753)	\$15.00					
Sentence Skills	Form H (Item # 140095784) Form I (Item # 140095785)	\$15.00					
ESL — Reading Skills	Form H (Item # 140095760) Form I (Item # 140095761)	\$15.00					
ESL — Sentence Meaning	Form H (Item # 140095776) Form I (Item # 140095777)	\$15.00					
ESL — Language Use	Form H (Item # 140095768) Form I (Item # 140095769)	\$15.00					
WritePlacer (NONREUSABLE Test Booklet)	Form F (Item # 140095790) Form G (Item # 140095791)	\$15.00					
WritePlacer ESL (NONREUSABLE Test Booklet)	Form F (Item # 140095792) Form G (Item # 140095793)	\$15.00					

COMPANION Special Format **REUSABLE** Tests — Braille

Arithmetic	Form F (Item # 080092851) Form G (Item # 080092852)	\$35.00					
Elementary Algebra	Form F (Item # 080092865) Form G (Item # 080092866)	\$35.00					
College-Level Mathematics	Form F (Item # 080092855) Form G (Item # 080092856)	\$35.00					
Reading Comprehension	Form H (Item # 140095754) Form I (Item # 140095755)	\$35.00					
Sentence Skills	Form H (Item # 140095786) Form I (Item # 140095787)	\$35.00					
ESL — Reading Skills	Form H (Item # 140095762) Form I (Item # 140095763)	\$35.00					
ESL — Sentence Meaning	Form H (Item # 140095778) Form I (Item # 140095779)	\$35.00					
ESL — Language Use	Form H (Item # 140095770) Form I (Item # 140095771)	\$35.00					
Next-Generation Reading	Form J (Item # 160090717) Form K (Item # 160090722)	\$35.00					
Next-Generation Writing	Form J (Item # 160090727) Form K (Item # 160090732)	\$35.00					
Next-Generation Arithmetic	Form J (Item # 160090737) Form K (Item # 160090742)	\$35.00					
Next-Generation Quantitative Reasoning, Algebra, and Statistics	Form J (Item # 160090747) Form K (Item # 160090752)	\$35.00					
Next-Generation Advanced Algebra and Functions	Form J (Item # 160090757) Form K (Item # 160090762)	\$35.00					

COMPANION™ Tests**

Paper and pencil test with two alternate forms. Please choose form and quantity.
(Answer sheet sold separately.)

		Price	Quantity Ordered Form F/H	Quantity Ordered Form G/I	Quantity Ordered Form J	Quantity Ordered Form K	Total Cost
Arithmetic	Form F (Item # 080092897) Form G (Item # 080092898)	\$15.00					
Elementary Algebra	Form F (Item # 080092887) Form G (Item # 080092888)	\$15.00					
College-Level Mathematics	Form F (Item # 080092895) Form G (Item # 080092896)	\$15.00					
Reading Comprehension	Form H (Item # 140095756) Form I (Item # 140095757)	\$15.00					
Sentence Skills	Form H (Item # 140095788) Form I (Item # 140095789)	\$15.00					
ESL — Reading Skills	Form H (Item # 140095764) Form I (Item # 140095765)	\$15.00					
ESL — Sentence Meaning	Form H (Item # 140095780) Form I (Item # 140095781)	\$15.00					
ESL — Language Use	Form H (Item # 140095772) Form I (Item # 140095773)	\$15.00					
Next-Generation Reading	Form J (Item # 160090718) Form K (Item # 160090723)	\$15.00					
Next-Generation Writing	Form J (Item # 160090728) Form K (Item # 160090733)	\$15.00					
Next-Generation Arithmetic	Form J (Item # 160090738) Form K (Item # 160090743)	\$15.00					
Next-Generation Quantitative Reasoning, Algebra, and Statistics	Form J (Item # 160090748) Form K (Item # 160090753)	\$15.00					
Next-Generation Advanced Algebra and Functions	Form J (Item # 160090758) Form K (Item # 160090763)	\$15.00					

COMPANION™ Tests**

Paper and pencil test with two alternate forms. Please choose form and quantity.

		Price	Quantity Ordered Form F/H	Quantity Ordered Form G/I	Total Cost
COMPANION Special Format Bundle — contains Arithmetic, Elementary Algebra, College-Level Mathematics, Reading Comprehension and Sentence Skills in Braille, Large Print and Compact Disc.	Form F/H (Item # 140095885) Form G/I (Item # 140095886)	\$275			
COMPANION Special Format ESL Bundle — contains ESL Reading Skills, ESL Sentence Meaning and ESL Language Use in Braille, Large Print and Compact Disc.	Form F/H (Item # 140095887) Form G/I (Item # 140095888)	\$150			
COMPANION Answer Sheet for use with COMPANION NONREUSABLE and COMPANION Special Format Tests (Item # 140095794)		\$1.75			

Check here if you need the COMPANION Answer Key Overlays (Item # 160090905)

Shipping Charges	Subtotal Amount	\$0–\$20	\$20.01–\$40	\$40.01–\$70	\$70.01+	Allow 7–10 working days from receipt of order for delivery. Additional shipping is charged on all orders requesting faster shipment than UPS ground rate. For orders containing 500 or more test booklets, please call for postage. Please allow 2–3 business days from request for calculations. For international orders, see shipping information below.
	Charge	\$7.00	\$8.00	\$9.00	ADD 10% of total order	

³ Next-generation COMPANION tests (Regular and Large Print formats) and answer sheets for use with all Next-Generation COMPANION formats are available to download and print from the ACCUPLACER platform.

** Students who are administered COMPANION Tests should receive a copy of the COMPANION Student Privacy Policy, which can be downloaded from the ACCUPLACER platform.

COMPANION Order Total:				
Shipping Total (for Paper and pencil products):				
GRAND TOTAL:				

Terms and Conditions

Payment

- Make checks payable to: The College Board
- Federal ID: 13-1623965
- All fees are payable within 30 days of the invoice date.
- This Order Form supersedes any conflicting terms and conditions contained in Purchaser's purchase order.

Shipping

- Postage and handling will be added to all paper and pencil test orders, based on the sliding scale on the order form.
- International shipping is \$20 for UPS Canada Standard, \$48 for USPS and \$120 for UPS International per order.
- Please allow up to two weeks from receipt of order for delivery of paper and pencil tests via UPS regular ground.
- If you request a faster method of shipping, an additional cost will be added. Call 866-607-5223 for assistance in calculating the charge.
- For orders containing 500 or more test booklets, call for postage.

Orders

- Orders require a signed order form and either a signed purchase order or check made payable to "The College Board."
- Upon receipt, **orders can take up to seven business days to process**, including orders submitted via email.

Ordering Procedures

- Always specify title(s) and item number(s) when ordering.
- Call 866-607-5223 to place credit card orders** (M–F 8:30 a.m.–6 p.m. ET).
- Mail your completed order form with a signed institutional purchase order or check to: The College Board, ACCUPLACER Dept., PO Box 7500 London, KY 40742-7500.**
- Email your completed order form with a signed institutional purchase order to accuplacerorder@collegeboard.org.**
- For non-COMPANION orders:**
 - The minimum order is 100 units (unless ordering units for ATB).
 - Volume discount pricing is available on single orders of 50,000 units or more.
 - A confirmation email of receipt of your order will be sent to your email address.

General Policies

- The College Board reserves the right to expire ACCUPLACER test units in case an institution does not use the test units for three years or more with a prior notice (email shall suffice) to such institution.
- ACCUPLACER tests may only be administered under proctored conditions. Examinees must be monitored at all times, and an authorized test administrator from the institution must be present on-site during any and all administrations of ACCUPLACER tests.
- We do not provide refunds for purchased products, including online test units and COMPANION™ tests.
- COMPANION tests may only be administered under proctored conditions. Examinees must be monitored at all times, and an authorized test administrator from the institution must be present on-site during any and all administrations of COMPANION tests.
- All COMPANION tests are nonreusable except the COMPANION Special Format tests. Test materials may not be copied or reproduced in whole or in part, transferred to any other party, or used for any other purpose. Except during test administration, test materials must be kept in secure, locked storage.
- The College Board will destroy incomplete orders after seven (7) business days for security purposes.

Exchanges

- We do not provide refunds for purchased products, including online test units and COMPANION tests.
- We do provide an exchange of COMPANION products returned within 30 days. The customer will receive online tests for the COMPANION products. If the customer decides to exchange the COMPANION booklets, then the appropriate online unit rate will be used for the exchange. All COMPANION orders, regardless of whether they were placed via mail or phone, have shipping charges applied.
- ACCUPLACER Customer Service will provide you with specific instructions when you call for an exchange. The customer is responsible for return shipping and handling. All products must be in new, unused condition and in their original packaging to receive the exchange.
- Exchange shipping charges are not refundable. Additional shipping on exchanges will be billed at the customer's expense.
- No collect (COD) shipments can be accepted.

General

Purchaser understands and agrees it is also subject to the terms and conditions located in the ACCUPLACER Program Manual and the terms and conditions here.

Ownership of Intellectual Property

Purchaser agrees and acknowledges that all intellectual property provided under or pertaining to this Order Form, including, but not limited to, any College Board publications, College Board website(s), CD-ROMs, videos, examinations, and all items (questions) contained therein, including all copies thereof, all examination materials and all data and any parts thereof, all copyrights, trademarks, trade secrets, patents, and other similar proprietary rights is at all times exclusively owned by the College Board, who is the exclusive owner of all rights therein, in and to the College Board Intellectual Property including, without limitation, all copyrights, trademarks, trade secrets, patents, and other similar proprietary rights, and all renewals and extensions thereof. Nothing in these terms and conditions should be interpreted to indicate that the College Board is passing its proprietary rights in and to the College Board's Intellectual Property to the Purchaser.

General Disclaimer

THE COLLEGE BOARD AND ITS AFFILIATES HEREBY DISCLAIM ALL WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE.

Limitation of Liability

TO THE EXTENT ALLOWED BY LAW, IN NO EVENT WILL THE COLLEGE BOARD AND ITS AFFILIATES HAVE ANY LIABILITY TO PURCHASER IN CONNECTION WITH THIS ORDER FORM FOR ANY DIRECT, INDIRECT, CONSEQUENTIAL, INCIDENTAL, SPECIAL, OR PUNITIVE DAMAGES, REGARDLESS OF THE NATURE OF THE CLAIM OR THEORY OF LIABILITY. TO THE EXTENT ALLOWED BY LAW, PURCHASER WILL INDEMNIFY, DEFEND, AND HOLD HARMLESS, THE COLLEGE BOARD AGAINST THIRD-PARTY CLAIMS THAT ARISE AS A RESULT OF THE BREACH OF THIS ORDER FORM BY PURCHASER.

Force Majeure

Either party may be excused from performance of an obligation under this Order Form in the event that performance of that obligation by such party is prevented by an act of God, act of war, terrorism, riot, fire, explosion, flood, or other circumstance that is beyond the control of, and could not reasonably be avoided by, such party.

In order for this order to be processed, a signature of acceptance of the Terms and Conditions is needed.

Accepted

Printed Name

Title

 / /

Authorized Signature

Date