

**Return Report to:**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Return by** (see reverse side for more information):

- Standard Scoring Service (Mail Processing)
- Expedited Scoring Service

- Fax Processing
- Email Processing
- Overnight Return/Courier

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

- Pearson Courier
- My Courier
- FedEx
- UPS
- Purolator

Account Number: \_\_\_\_\_

**Payment :**

- Invoicing
- PO
- Credit Card (a customer care representative will contact you to process the order) Please provide a contact phone number: \_\_\_\_\_

**Total Number of Scorings Submitted:** \_\_\_\_\_

Certificate Number(s):

\_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_

- Return on CD-ROM (25+ reports only)

Report Type

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Special Instructions:**

\_\_\_\_\_

\_\_\_\_\_

**For Office Use Only**

Date Received: \_\_\_\_\_ Date Scored: \_\_\_\_\_

Customer ID: \_\_\_\_\_ Scored By: \_\_\_\_\_

Return by:  Mail  Fax  Email  Courier

Comments/Details: \_\_\_\_\_

Test Type	Quantity	
	Interp.	Profile

## Important Instructions for Prompt Processing and Return of Reports

To ensure prompt processing of your reports, please check your tests to be sure that all required information (e.g. gender, age, etc.) is coded in.

**PLEASE ENSURE THAT YOUR TEST(S) ARE NOT FOLDED - CHOOSE AN ENVELOPE LARGE ENOUGH TO ACCOMODATE THE TEST(S) WITHOUT FOLDING.**

### Mail Processing:

1. Please mail your test(s) to the mailing address below:

**Pearson – Scoring Department  
26 Prince Andrew Place  
Toronto, ON M3C 2H4**

2. Fill in the phone number where we can most easily reach you during business hours.
3. Fill in the test type and quantity of each test you are sending in.
4. Enclose the test(s) together with the Processing Form and your prepaid Scoring Certificate in an envelope **large enough to contain the test(s) without folding**. Address it to Pearson – Scoring Department (see contact details above). Be sure to provide sufficient postage.
5. Unless otherwise specified, your reports will be returned to you via First Class Mail at no additional charge. Please allow up to 10 days for delivery.

### Special Expedited Services:

**(requests must be received by noon for same-day service)**

### Fax Processing:

1. Please fax your test(s) to the fax number below:

**Pearson Scoring Department Fax: 1-866-335-8405**

2. Fill in the phone number where we can most easily reach you during business hours.
3. Fill in the test type and quantity of each test you are sending in.
4. Fax the Processing Form and your prepaid Scoring Certificate to the above fax number.
5. Please indicate your fax number where you would like to receive your report(s).
6. Your reports will be returned to you via fax within 24-48 hours.

### Email Processing:

1. Please mail or fax your test(s) to us as per the contact details outlined above. To receive your report(s) back via email, please follow the steps below.
2. Please indicate your email address where you would like to receive your report(s).
3. Your reports will be returned to you via email within 24-48 hours.

### Overnight Return Shipment:

**For orders up to 20 tests:** If you would like your results returned to you the next working day, please indicate this by checking the overnight return option. Unless otherwise indicated, we will use our own courier for this request. If you wish to use your own courier for this return shipment, please indicate your courier details in the specified field.

**Please visit [PearsonClinical.ca](http://PearsonClinical.ca) or contact our Scoring Department at 1-866-335-8418 for additional information and/or pricing on all options.**