

Ordering Information

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SHIPPING TIME

Orders placed Monday–Friday before 5:50 p.m. ET will ship the same day (except holidays). All other orders will ship the next business day. Due to unexpected delays and shipping time, PAR recommends that you place orders at least 2 weeks prior to the time materials are needed.

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Individuals must prepay their orders with a personal or bank check, money order, or credit card.

Companies, institutions, or other business entities within the U.S., Canada, Puerto Rico, and the U.S. Virgin Islands should use a purchase order. Prior approval from PAR is necessary to establish the ability to use purchase orders. Purchase orders should specify net 30, F.O.B. Lutz, or F.O.B. Shipping Point. Prices in the catalog are subject to change without notice. Contact PAR for current prices or specify "Authorized to charge at current prices" on your purchase order. All orders must be paid in U.S. dollars. Orders from outside the U.S., Canada, Puerto Rico, and

the U.S. Virgin Islands must be prepaid. Shipping and handling charges to Canada include the broker fees.

RETURN POLICY

All returns must be in resalable condition. Returns should be sent via traceable package service to PAR, Inc., 16130 N. Florida Ave., Lutz, FL 33549.

Print: PAR accepts the return of any item purchased. For full invoice credit (less any expedited shipping charges), return the item, with your invoice, within 45 days of purchase. After 45 days, shipping and handling on the invoice will not be refunded. Returns after one year require prior authorization and are subject to a 20% restocking fee, except for bookstore returns, which require authorization after 6 months and are subject to a 20% restocking fee. PAR also reserves the right to assess a restocking charge for quantity item returns.

Desktop software: Returns must be made within 90 days. For full invoice credit, the product must be returned within 45 days of purchase. After 45 days, shipping and handling on the invoice will not be refunded.

Digital products: PAR cannot accept the return of e-manuals or digital stimulus books.

USING INFORMATION ABOUT YOU

PAR respects your privacy. The information you provide will never be rented or sold. PAR will use the contact information you provide for internal purposes, such as confirming and tracking your order; subscription or registration; analyzing preferences, trends, and statistics; and informing you of our new products, services, and offers. We also may disclose information to outside companies that help us bring you the products and services we offer. For example, we may work with an outside company to (a) manage our database of customer information, (b) assist us in distributing emails, (c) assist us with direct marketing and data collection, (d) provide storage and analysis, (e) provide fraud prevention, and (f) perform other services designed to assist us in maximizing our business potential. We require that these outside companies agree to keep confidential all information we share with them and to use the information only to perform duties specified in our agreements with them.

If you prefer not to have your information shared with these organizations, contact us by telephone at 1.800.331.8378, by email at custsup@parinc.com, or by written notice to PAR, Inc., 16204 N. Florida Ave., Lutz, FL 33549.

If you would like to opt out of PAR direct mail advertising, please send your complete name and address indicating your desire to opt out to PAR, Inc., 16204 N. Florida Ave., Lutz, FL 33549.

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Convenient Ways to Order

Email this form to
CS@parinc.com

Call toll-free 1.800.331.8378
Monday–Friday 8 a.m.–6:30 p.m., ET
(U.S., Puerto Rico, U.S. Virgin Islands, and Canada).
UK: 0800 092 3005;
Sweden: 020-79 26 48;
Australia: 1800 101 607.
All others: Dial your International Access Code followed by 813.449.4065.

Fax toll-free 1.800.727.9329
24 hours a day • 7 days a week
(U.S., Puerto Rico, U.S. Virgin Islands, and Canada).
All other locations: Dial your International Access Code followed by 813.961.2196.

Mail your order
PAR, Inc.

16204 N. Florida Ave.
Lutz, FL 33549

Secure online ordering
parinc.com

24 hours a day • 7 days a week

Orders placed Monday–Friday
by 5:50 p.m. ET will ship the
same day (except holidays).

Please have your
Customer Number* and credit
card available when ordering.

*Your Customer Number appears on the back of your catalog, on invoices, and on shipping lists (under "Bill To").

PAR No-Risk Guarantee

"If, for any reason, you are not completely satisfied with your purchase, you can simply return it—no questions asked."



Kristin Greco, MBA, CEO

Order Form

1 Customer Information New Customer Address correction Register for online ordering (email provided below)

BILL TO:

Customer no. (From mailing panel) _____ Date _____
 Company/Institution _____
 Dr. Mr.
 Name Ms. Mrs. _____
 Address Home Office _____
 City _____ State/Province _____
 Zip/Postal code _____ Country _____
 Phone (_____) _____
 Fax (_____) _____
 Email address* _____

SHIP TO: (if different)

Residence Business

Dr. Mr.
 Name Ms. Mrs. _____
 Company/Institution _____
 Street address **(No P.O. Boxes)** _____
 City _____
 State/Province _____
 Zip/Postal code _____ Country _____
 Phone (_____) _____
 Tax exempt no. (if applicable) _____
(Provide copy of sales tax exemption)

*Tracking information will be provided via email for U.S.A., Canada, and expedited international orders.

2 Choose Your Payment Method

- Check enclosed payable to PAR, Inc.
- Purchase Order enclosed
(For Customers from the U.S.A., Canada, Puerto Rico, and the U.S. Virgin Islands only!)
- Charge to my credit card on file. The last four digits are:

- My preferred credit card is not on file with PAR, please[†]:
- Email a secure link so I/we can provide credit card payment information.
 Email: _____
- Call me so that I can provide our credit card information.
 Name (First and Last): _____
 Phone #: (_____) _____

[†]Once we receive your order, we will contact you using the method you select.

3 Please Complete Item Information

Qty.	Item #	Description	Item Price	Total Price

4 Shipping and Handling Rates (U.S. Only)

Calculate ground service rate **THEN** add the additional charge for expedited service.

United States			
Invoice subtotal	Ground	Expedited services	
		2-day air	Priority overnight
\$250.00 or less	10%	15%	20%
\$250.01 to \$1,000.00	8%	10%	15%
\$1,000.01 or more	6%	8%	12%

Minimum charge per order is \$12 (ground) and \$20 (expedited).
 No charge for software, digital, or PARIConnect products.
For Saturday delivery, call 1.800.331.8378.

Please consult our website for shipping rates for all locations outside of the United States.

When completed, email this form to CS@parinc.com.

Order Form may also be faxed (1.800.727.9329) or mailed (16204 N. Florida Ave., Lutz, FL 33549).

Prices and availability are subject to change without notice.

PAR, Inc., is also known as Psychological Assessment Resources, Inc.

Order subtotal \$

Add applicable sales tax. +

Enter **Shipping & Handling** rate from box at left. U.S. ground service is required on all U.S. orders. +

PLUS extra charge for expedited U.S. service. (Desired shipping method: _____) +

Enter **Promotional Code** from special mailing (if applicable) and calculate. -

Order total (USD) \$

Orders placed Monday–Friday by 5:50 p.m. ET will ship the same day (except holidays). All other orders will ship the next business day.
 You will be notified of any unexpected delay.

Thank you for your order!

Customer Quals

In accordance with the *Standards for Educational and Psychological Testing* and PAR's competency-based qualification guidelines, many tests and other materials sold by PAR are available only to those professionals who are trained to administer, score, and interpret psychological tests. If you have not already established a Qual with PAR, complete the form and send it with your first order.

Qual: A

- No special qualifications required.

Qual: B

- A degree from an accredited four-year college or university in psychology or counseling related field, plus completion of coursework in test interpretation, psychometrics and measurement theory, educational statistics, or a closely related area;
- OR license or certification from an agency/organization that requires appropriate training and experience in the ethical and competent use of psychological tests.

Qual: C

- All Level B qualifications, plus an advanced professional degree that provides appropriate training in the administration and interpretation of psychological tests;
- OR license or certification from an agency that requires appropriate training and experience in the ethical and competent use of psychological tests.

Qual: S

- A degree, certificate, or license to practice in a physical or mental health care profession or occupation, plus training and experience in the ethical administration, scoring, and interpretation of clinical behavioral assessment instruments.

Certain health care providers may be eligible to purchase selected B and C level instruments within their area of expertise. Specifically, relevant supervised clinical experience using tests (i.e., internship, residency) in combination with formal coursework (i.e., tests and measurement, individual assessment, or equivalent) qualifies a health care provider to purchase certain restricted products.

Completed Qualification Forms may be submitted via fax (1.800.727.9329 or 1.813.961.2196) or mail (PAR, Inc., 16204 N. Florida Ave., Lutz, FL 33549) or by emailing us at CS@parinc.com.

PAR Customer Qualification Form

Customer Information

Dr. Mr. First name _____ Last name _____
 Ms. Mrs. _____
Customer no. _____ Email address _____

I would like to order via your website. Please send me instructions.

Yes No (If yes, email address required above.)

Mailing address

Phone (____) _____
Organization name _____
Street address _____ Suite/Apt. _____
City _____ State/Province _____
ZIP/Postal code _____ Country _____

Educational background

Highest degree attained _____ Year degree completed _____
Major field _____
Institution _____

Check the appropriate professional organizational memberships

(If you are a full member of any of the organizations listed below, you may simply provide your member number, then sign and date this form. Additional information is not required. If you are not a member of any of the organizations listed, skip to Professional Credentials.)

APA NASP National Register of Health Service Providers in Psychology
Membership Number _____

Professional credentials

Certificate/License (type) _____
Certifying or licensing agency _____
Certificate/License no. _____ Exp. date _____

Coursework/workshops completed in use of tests

Provide the following information about your training and/or coursework. For all that apply, indicate whether undergraduate (U) or graduate (G), name of institution or organization, and date completed.

Title _____ U G
Institution _____
Title _____ U G
Institution _____

I certify that all information contained in this form is accurate. I certify that I and/or other persons who may use any test materials I order have a general knowledge of measurement principles and of appropriate and ethical test use and interpretation as called for in the *Standards for Educational and Psychological Testing*. I certify that I/we are qualified to use and interpret the results of these tests as recommended in the *Standards*, and I assume full responsibility for proper use of all materials I order from PAR. I agree to not copy, distribute, or resell any PAR test material without specific written permission, as these activities constitute copyright infringement.

Signature **X** _____ Date _____

- I am a graduate student. My professor has endorsed my order (see signature below).
 I agree to supervise this student's use of items ordered and endorse the statement above.

Professor's name _____

Department _____

Institution _____

Signature **X** _____ Date _____