



**Strategic Measurement
and Evaluation, INC.**

Scoring Service Use Only

Order Number: _____

Date Received: _____

Instructions for Processing Order

NOTE: Booklets cannot be scored without this completed form

- ✓ Complete the information below and on the back of this form.
- ✓ Make a copy of both sides of this form and keep the copy for your records.
- ✓ Place this completed form on top of the answer documents in **Box 1** of your shipment.
- ✓ Write the number of boxes you are shipping in the space indicated below.
- ✓ Ship your completed answer documents, along with this form, to:

Strategic Measurement & Evaluation, Inc.
701 Devonshire Drive, Suite B-14
Champaign, IL 61820

- ✓ Number of boxes included in shipment: _____

Date of Testing: ____/____/____

Purchase Order Number: _____

District Name: _____

Contact: _____

Phone Number: _____ Fax Number: _____

Shipping Address: _____

Billing Address: _____

City: _____ State _____ Zip _____