

# INSIGHT ASSESSMENT – THE CALIFORNIA ACADEMIC PRESS

## CapScore™ Return Sheet

Please fill out this form and return it with your completed CapScore™ response forms to:

**Insight Assessment  
ATTN: CapScore™  
217 La Cruz Ave  
Millbrae CA 94030**

Please place the completed forms in a box or cardboard envelope to ensure that the forms do not get tattered during shipping. For your protection we suggest mailing via registered mail or courier.

Today's Date \_\_\_\_\_  
Name \_\_\_\_\_  
Institution \_\_\_\_\_  
Phone Number \_\_\_\_\_

I am returning \_\_\_\_ (number) response forms for the \_\_\_\_\_ (please indicate instrument and version in the case of the CCTST and CM3).

Please fill out a separate return sheet for each different testing instrument's CapScore™ forms that you are returning.

CapScore™ results are returned by email. Please provide a valid email address below.

Please return my response sheets to me by regular Mail. (Additional fee may be charged)  
My address is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please return data files via

- Only email
- 3.5 floppy
- CD Rom (\$20.00)

I am interested in premium services.

- Please call me about premium services
- Please email me about premium services

Regular CapScore™ processing can take up to 20 working days.

### CapScore™ Express / Rush Service

IA will scan and score your response forms within 3 days from receipt (not including shipping) for an express processing fee of \$50. IA will return your results to you by email. For an additional \$15 we will return your results using an expedited shipping method (Not available to international clients)

- Please rush process my response forms \$50.00 and email results.
- Please rush process and express mail my response forms \$65.00

**IF YOU HAVE INDICATED THAT YOU WANT EXPRESS PROCESSING PLEASE MAIL ATTENTION CapScore™ EXPRESS SERVICE.**

### Scoring Passes and Manual Data Transcriptions

If the enclosed group of forms represents a scoring pass subsequent to the single pass included with your original CapScore™ order, or if the enclosed forms requires multiple passes or manual data transcription **additional charges will apply.**

**PAYMENT INFORMATION** to be used to cover all rush orders, express mailings, Premium Reporting analyses requested, CD ROM or scoring pass fees or manual transcription charges, if any apply.

- PO# \_\_\_\_\_
- This Credit Card Number: type: Visa, AMEX, MC

\_\_\_\_\_ Exp \_\_\_\_\_

Name on card \_\_\_\_\_

Address of Card Holder \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Check

Price quotes for these special additional charges can be obtained by email to [Capscore@insightassessment.com](mailto:Capscore@insightassessment.com), or by phoning 650-697-5628.