



Survey Services Order Form

Email to Survey Services (surveys@search-institute.org), or Fax to 612.692.5553

Customer Service Phone 877.240.7251

Order Date: _____

Estimated Survey Administration Date: _____

Survey Contact Person

Billing Contact Person

Name: _____

Name: _____

Title: _____

Title: _____

Organization Name: _____

Organization Name: _____

Street Address: _____

Street Address: _____

City, State, Zip Code: _____

City, State, Zip Code: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

This contact is responsible for administration of the survey and will be emailed all survey information.

Are you willing to be part of a network of organizations using Search Institute surveys to have access to and be a resource to other organizations around the topics of surveys and data utilization? Yes No

Sites Please list the names of each site i.e.: location, organization, or school. Every site named below will need a separate site report. A site report requires a minimum of 50 youth for A&B and 30 youth for DAP, YAPS, or REACH. If more than four sites are required; please attach a list.

Site 1: _____

Site 3: _____

Site 2: _____

Site 4: _____

Online Survey	Developmental Assets Profile (DAP)		Youth and Program Strengths (YAPS)		REACH		Attitudes & Behaviors (A&B)		Subtotal
	Price	Quantity	Price	Quantity	Price	Quantity	Price	Quantity	
Site Report <i>(including up to 100 youth surveys)</i>	\$250	x	\$300	x	\$300	x	\$400	x	
Per survey cost for youth surveys in excess of 100	\$2.00	x	\$2.50	x	\$2.50	x	\$3.50	x	
Aggregate Report <i>(encompassing multiple sites)</i>	\$250	x	\$300	x	\$300	x	\$400	x	
Individual Data File <i>(one CSV file of all youth surveyed)</i>	\$150	x	\$150	x	\$150	x	\$150	x	
Do you need an identifier field?	N/C		N/C		N/C		N/A	N/A	0.00
Estimated Total Cost:									

Please note that the initial invoice will only include reports and data files. The *per survey cost* will be invoiced separately, if applicable.

Other Notes

REPORTS: Site Reports are required for every survey purchase. If you are using these to measure change over time with two administrations (ie. pre/post) you will need to order two reports per site. Each site report includes up to 100 youth surveys, if unused, these surveys may not be transferred to a separate report. Custom analyses will be quoted on an organizational basis. Other data may be suppressed if there are less than 10 youth represented in a specific cell within the report. Reports will be created within two weeks of notification from the client that their survey administration period is closed. An additional fee will be charged for any reports requested post administration.

ETHICS: Collecting survey data from young people requires following ethical, legal, and professional standards in order to protect young people and to generate quality results that can be used with confidence. Search Institute survey users must adhere to the professional standards for survey research.

CANCELLATION: If you decide to cancel your survey order there will be a \$100 cancellation fee and must be initiated within 30 days of the order date.

PAPER: If necessary, paper surveys may be emailed to the client to print for DAP or YAPS administrations. These responses will need to be entered into the links by the client.

I agree that I have read the above information as well as the [professional standards of survey research](#) and meet the standards therein.

Purchase Order # _____ (If you are using a purchase order, a **copy of the purchase order must accompany your survey order.**) Check here to pay by Credit Card. We will send a secure link via email to pay online using our secure site. Search Institute accepts E-Check or Credit Card (AmEx, Discover, MasterCard, or Visa).

Payments may be mailed to: Search Institute: Accounts Receivable, 3001 Broadway Street NE, Suite 310, Minneapolis, MN 55413

Thank you for your business!