ORDER FORM FOR RIVERSIDE SCORING SERVICE
Iowa Assessments™ Forms E and F and *CogAT*® Form 7

Iowa Assessments™

Location Name(s) For Reports	Test Date◆◆		
	Month	Day	Year

_____ Are you part of a Public School System or Private School Group?

System or Group Name ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

_____ Are you an Independent School? Please enter your building name in the **Building Name** section below.

☐ If request for expedited scoring has been scheduled and approved by HMH-Riverside Customer Service, check box here.

Ship To◆◆ Do not use a P.O. box.	**Bill To**	**Other Information**
Contact Name	Contact Name	# of Packages Shipped
Title	Title	Phone #
System/School	System/School	**E-mail◆◆**
Address	Address*	Purch. Ord. #
City State Zip	City State Zip	Signature
Country	Country	**Minimum charge of $150 per scoring order.**

Do these scores need to be merged into a previous order with the same Test Date? If yes, please indicate Order Number: _____	**Do locally scanned answer documents or online test administrations need to be merged and reported?** Yes____ No____	**If yes, please indicate your** *DataManager* **Test Event Name:**	**Do you want your documents returned?** Additional fee plus shipping and handling. Yes____ No____

Check the test(s) administered for each grade.

☐Iowa ☐*CogAT* ☐Iowa ☐*CogAT* ☐Iowa ☐*CogAT* ☐Iowa ☐*CogAT* ☐Iowa ☐*CogAT* ☐Iowa ☐*CogAT* ☐Iowa ☐*CogAT* ☐Iowa ☐*CogAT* ☐Iowa ☐*CogAT* ☐Iowa ☐*CogAT* ☐Iowa ☐*CogAT* ☐Iowa ☐*CogAT* ☐Iowa ☐*CogAT* ☐Iowa ☐*CogAT*

Enter the names of buildings and the number of answer documents per grade in the double diamond rows below.

Answer Document Count by Grade														
Building Name◆◆	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
◆◆														
Riverside use only														
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Riverside use only														
Total Answer Document Count by Grade for This Page														

Ship answer documents to RIVERSIDE SCORING SERVICE®, HMH - Riverside, Forms E, F and 7, 761 District Drive, Itasca IL 60143-1319

HMH - RIVERSIDE CUSTOMER SERVICE (800) 323-9540   ◆◆ Fields marked with a double diamond are required.

Answer documents for Iowa Tests Forms A, B, and C, and *CogAT* Form 6, must be packed separately from answer documents for *Iowa Assessments* Forms E and F and *CogAT* 7.

Revised 10/8/2014

ORDERING

As you look through the list of available reporting options on this OSS, please refer to the helpful icons next to each option:

🏠 = indicates that this reporting option is primarily for home.

🍎 = indicates that this reporting option is primarily for teachers.

🏫 = indicates that this reporting option is primarily for administrators.

Be sure you select a combination of reporting options that meet the needs of all the key stakeholders at your institution. **Please note that the minimum charge for processing Scoring Service orders is $150.00 per order form.** If your school or district requires a P.O., please attach it to this form.

Your local Assessment Account Executive will work with you to determine the best results-management program for your school system. If you have any questions, contact your local Assessment Account Executive or HMH - Riverside Customer Service at 800.323.9540.

SCORE ABBREVIATIONS

APR: Age Percentile Rank	**NPR:** National Percentile Rank
AS: Age Stanine	**NS:** National Stanine
GE: Grade Equivalent	**PGE:** Predicted Grade Equivalent
GPR: Grade Percentile Rank	**PNPR:** Predicted National Percentile Rank
GS: Grade Stanine	**PRIVPR:** Private/Catholic Percentile Rank
HSES: High Socioeconomic Status	**PSS:** Predicted Standard Score
LPR: Local Percentile Rank	**RS:** Raw Score
LS: Local Stanine	**SAS:** Standard Age Score
LSES: Low Socioeconomic Status	**SS:** Developmental Standard Score
NCE: Normal Curve Equivalent	**USS:** Universal Scale Score

EXPEDITED SCORING SERVICE

Expedited processing may be requested for a 5-day turnaround (5 business days) from receipt of your scoring order at Riverside's Scoring Center. Expedited processing is at an additional cost for your scoring order. Advanced scheduling for this special service is necessary.

- Basic scoring service including paper reports may be expedited for 5-day turnaround from receipt of materials at our facility to shipment of reports from our facility for a 10% surcharge.
- Paperless scoring plans, including web-based DataPlus with reporting in *DataManager*, may be expedited for 5-day turnaround from receipt of materials at our facility to web-based publishing of reports for a 15% surcharge.

Contact HMH - Riverside Customer Service at 800.323.9540 for more information and to schedule your expedited order.

Please follow these processing prioritization procedures when submitting your request.

- Contact Customer Service to obtain the Customer Approved Priority Expedite (CAPE) form.
- Complete the CAPE form and e-mail it to HMH - Riverside Customer Service (RPC_Customer_Service@hmhco.com) to schedule expedited processing for your scoring order.
- Your Customer Service Representative will return the CAPE form to you with scheduling confirmation.
- Include a copy of the completed, HMH - Riverside approved, Customer Approved Priority Expedite (CAPE) form with your Order for Scoring Service (OSS) in Box 1 of your shipment.

Expedited orders must be confirmed with Customer Service and scheduled prior to shipping materials to Riverside Scoring Service.

 NORM PERIOD

Norm Year for *Iowa Assessments* is 2011.	**Norm Year for *CogAT* is 2011.**
Norm Period for *Iowa Assessments*:	**Norm Period for *CogAT*:**
Test dates 3/1–7/31 use **"Spring"**	Test dates 3/1–7/31 use **"Spring"**
Test dates 8/1–11/30 use **"Fall"**	Test dates 8/1–11/30 use **"Fall"**
Test dates 12/1–2/28 or 2/29 use **"Midyear"**	Test dates 12/1–2/28 or 2/29 use **"Midyear"**
☐ Interpolated (to week of testing): Interpolates the NPR, NS, and NCE if ordered.	

Note: Forms E, F and 7 default to 2011 norms.
2005 Norms available upon special request for specific scores.

STEP 2 **SELECT GLOBAL OPTIONS FOR REPORTING**

Composite Options

☐ ***Do NOT include*** Math Computation when calculating Math Total in Core Composite and Complete Composite calculations (optional)

☐ Include Extended ELA Total (Word Analysis and Listening) in Core Composite and Complete Composite calculations (optional)

Report Groups and/or Total Exclusions

☐ Exclude students coded in the 'Office Use Only' section (including students coded Z) from group averages

☐ Do not report *ACT*®/*SAT*® predicted scores on List of Student Scores (Levels 15, 16 and 17/18)

☐ Do not report School Norms

☐ Do not print Program Descriptions (for example, Free/Reduced Lunch) on List of Student Scores and Student Score Labels   *New!*

Alternate Verbal Score for *CogAT*

☐ Exclude the Sentence Completion subtest from Verbal score calculation for students coded ELL (levels 5/6-8, *CogAT* only)

☐ Exclude the Sentence Completion subtest from Verbal score calculation for students coded 'S' in the 'Office Use Only' section (levels 5/6–8, *CogAT* only)

☐ Exclude the Verbal Analogies test from Total Score calculation for students coded ELL (levels 9 and above, *CogAT* Screening Test only)

☐ Exclude the Verbal Analogies test from Total Score calculation for students coded 'V' in the 'Office Use Only' section (levels 9 and above, *CogAT* Screening Test only)

STEP 3 **SELECT *IOWA ASSESSMENTS/COGAT* COMBINED OPTIONS**

If your school administers both the *Iowa Assessments* and *CogAT*, combined scoring and reporting options are available to you. To receive combined reporting, Iowa and *CogAT* answer documents may be submitted together as part of the same scoring order, or Riverside can automatically combine data from a current Iowa order with data from a previously submitted *CogAT* order, up to 2 years in the past. Please refer to page 4 of your *Riverside Scoring Service® Ordering Instructions* for more information.

- **Combined Reports**

  ☐ Report Iowa/*CogAT* scores on a combined reporting template for the following grades (circle any/all that apply).   K   1   2   3   4   5   6   7   8   9   10   11   12

- **Reporting Predicted Scores**

  If Predicted Scores are selected on reports, the Standard Age Score (SAS) from a student's most recent *CogAT* 7 is used to calculate predictions for all Iowa tests, for the grades circled above. *CogAT* Composite (VQN) scores only.

- **Displaying Actual/Predicted Scores**

  Difference between predicted and actual scores are reported. You may not want to report all differences. If so, check only one range to suppress:

  ☐ Suppress Middle 68%   ☐ **Suppress Middle 80%**   ☐ Suppress Middle 90%

STEP 4   SELECT BASIC DATA PACKAGE OPTIONS

☐ **Basic Data Package (Paper Reporting as primary plan)**

Check the box above to receive the Basic Data Package as your primary reporting plan. Basic Data includes processing of answer documents and one copy of the List of Student Scores with Class, Building, and System Summaries, with Quartiles (*Iowa Assessments* only). You can customize your Basic Data reports by circling scores below. If no scores are circled, only the default scores (shown underlined and in bold) will be provided to you. If you circle any scores, only those scores will be reported.

☐ Iowa (achievement) ☐ *CogAT* (ability) ☐ Combined

Circle Iowa Scores to Report on List of Student Scores

Circle up to 9 achievement scores. **SS GE NPR NS** RS NCE PRIVPR LPR LS (Student List Only) HSES LSES

☐ **2005 Norms** (Available with *Iowa Assessments* Levels 5/6–14 Core or Complete Battery only.) Circle up to 4 normative scores. 05SS 05GE 05NPR 05NS

☐ **Predicted Scores (optional)** **PSS/SS/DIFF*** **PGE/GE/DIFF*** **PNPR/NPR/DIFF***

• **Check Lexile® and Quantile measures (optional)**

☐ **Lexiles and Quantiles** ☐ Lexiles ☐ Quantiles

Additional per student fee of $0.52 for one, or $0.77 for both, applies.

Circle *CogAT* Scores to Report on List of Student Scores

RS USS SAS APR AS GPR GS ability scores are always reported.

Circle up to 2 additional *CogAT* scores. LPR LS (Student List Only)

• **Check *CogAT* Composite Type(s) to Report (Complete only)** (select up to 4)

☐ **Composite VQN** ☐ VQ ☐ VN ☐ QN

• **Check *CogAT* Graphing Options to Report** (select one)

☐ **Confidence Bands** ☐ Single Data Points

☐ **Please check this box if you would like your Basic Data reports delivered as PDF files on a CD-ROM rather than on paper.**

☐ **Additional copies of the List of Student Scores with Class, Building, and System Summaries** (Scores reported will be the same as those selected above.)

Write the number of additional copies by grade below:

All	K	1	2	3	4	5	6	7	8	9	10	11	12

OR

SELECT DATA PLUS PACKAGE OPTIONS

☐ **DataPlus Package (Web Reporting as primary plan)**

Check the box above to receive the DataPlus Package as your primary reporting plan. DataPlus includes processing of answer documents and access to *DataManager*™ web reporting, including the Profile Narrative for each student tested. Profile Narrative reports are now available to you in *DataManager* as PDF files.

Circle Additional Achievement/Ability Scores to Report in *DataManager* Web Reporting (optional) PRIVPR LPR LS HSES LSES

☐ **2005 Norms** (Available with *Iowa Assessments* Levels 5/6–14 Core or Complete Battery only.)

Lexile and Quantile measures are provided for no additional charge in web reporting.

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* Predicted Scores: Achievement and Ability data must be available for all students. Predicted Scores count as 2 achievement scores for total scores available on each report. There is no additional fee for this service.

Lexile® and *The Lexile Framework® for Reading* are registered trademarks of *MetaMetrics*, *Inc*.

STEP 5   SELECT ADDITIONAL REPORTS (2 or more per grade indicates extra copies desired)

OUTPUT Select Paper or PDF	TYPE	CUSTOM SERVICES AND OPTIONS Order services by checking the box in front of the service and writing the desired number of copies per grade. Check boxes of all appropriate options and circle scores to report.	INDICATE NUMBER OF COPIES PER GRADE														CIRCLE SCORES TO REPORT Circle the scores you would like reported. If no scores are circled, only the default scores (shown underlined and in bold) will be provided to you. If you circle any scores, only those scores will be reported.
			All	K	1	2	3	4	5	6	7	8	9	10	11	12	
☐ **Paper** ☐ PDF		☐ **List of Student Scores (if different from Basic Data Package)—Iowa and *CogAT*** ☐ Iowa (achievement) ☐ *CogAT* (ability) ☐ Combined ☐ **Grouped by CLASS with Class, Building, and System Summaries.** ☐ Grouped by BUILDING with Building and System Summaries. ☐ Grouped by SYSTEM with System Summaries. Includes Quartile Information (*Iowa Assessments* only.) **Check *CogAT* Composite Type(s) to Report (Complete only)** (select up to 4) ☐ **Composite VQN** ☐ VQ ☐ VN ☐ QN **Check *CogAT* Graphing Options to Report** (select one) ☐ **Confidence Bands** ☐ Single Data Points																Circle up to 9 achievement scores. **SS GE NPR NS** RS NCE PRIVPR LPR LS (Student List Only) HSES LSES ☐ **2005 Norms** (Available with *Iowa Assessments* Levels 5/6–14 Core or Complete Battery only.) Circle up to 4 normative scores. 05SS 05GE 05NPR 05NS ☐ **Predicted Scores (optional) PSS/SS/DIFF* PGE/GE/DIFF* PNPR/NPR/DIFF*** **Check Lexile® and Quantile measures (optional)** ☐ **Lexiles and Quantiles** ☐ Lexiles ☐ Quantiles Additional per student fee of $0.52 for one, or $0.77 for both, applies. **RS USS SAS APR AS GPR GS** ability scores are always reported. Circle up to 2 additional *CogAT* scores. LPR LS (Student List Only)
☐ **Paper** ☐ PDF		☐ **Profile Narrative—Iowa** ☐ All English ☐ All Spanish ☐ English for students coded 1, Spanish for students coded 2 ☐ **Bar Graph** ☐ Confidence Bands **NPR** is always graphed for either option, unless LPR is selected.																**NPR** is always reported. Circle up to 2 additional scores. SS GE NCE NS LPR LS ☐ **Predicted Scores (optional)** PNPR/NPR*
☐ **Paper** ☐ PDF		☐ **Profile Narrative—*CogAT*** ☐ **Confidence Bands** ☐ Bar Graph **APR** is always graphed for either option. ☐ **Check to suppress the *CogAT* Ability Profile Score (Complete only)**																**RS APR AS GPR GS** are always reported. Circle up to 2 additional *CogAT* scores. SAS LPR LS
☐ **Paper** ☐ PDF		☐ **Profile Narrative—Iowa and *CogAT* (Combined)** ☐ **Bar Graph** ☐ Confidence Bands **NPR** is always graphed for either option, unless LPR is selected. ☐ **Check to suppress the *CogAT* Ability Profile Score (Complete only)**																**NPR** is always reported. Circle up to 2 additional scores. SS GE NCE NS LPR LS ☐ **Predicted Scores (optional)** PNPR/NPR* **RS APR AS GPR GS** are always reported. Circle up to 2 additional *CogAT* scores. SAS LPR LS

* Predicted Scores: Achievement and Ability data must be available for all students. Predicted Scores count as 2 achievement scores for total scores available on each report. There is no additional fee for this service.

Revised 10/8/2014

STEP 5 – CONT'D   **SELECT ADDITIONAL REPORTS**

OUTPUT Select Paper or PDF	TYPE	CUSTOM SERVICES AND OPTIONS Order services by checking the box in front of the service and writing the desired number of copies per grade. Check boxes of all appropriate options and circle scores to report.	INDICATE NUMBER OF COPIES PER GRADE																CIRCLE SCORES TO REPORT Circle the scores you would like reported. If no scores are circled, only the default scores (shown underlined and in bold) will be provided to you. If you circle any scores, only those scores will be reported.
			All	K	1	2	3	4	5	6	7	8	9	10	11	12	
☐ Paper ☐ PDF	🍎	☐ **Individual Performance Profile—Iowa** ☐ **Bar Graph** ☐ **NPR** ☐ LPR ☐ NPR and LPR ☐ Confidence Bands Lower graph reports performance by Skill Domains/Cognitive Levels. **Difference Graph** comparing **Percent Correct** achieved between Group and Nation															**NPR** and/or LPR are reported. Circle up to 4 additional scores. **SS GE NPR NS** NCE LPR LS ☐ Report ACT®/SAT® predicted scores and grade-level college readiness benchmarks, grades 6–11 (Levels 12–17/18)
☐ Paper ☐ PDF	🔲 🍎	☐ **Group Performance Profile—Iowa** Includes Class, Building, and System Summaries. Upper **Bar Graph** reports **NPR** of Average SS for Tests. Lower graph reports performance by Skill Domains/Cognitive Levels. ☐ **Difference Graph** comparing **Percent Correct** achieved between Group and Nation ☐ Percent of Students in Group in Low, Medium, and High **Percent Correct** scoring ranges															**NPR** and **Percent Correct** are reported. Circle up to 4 additional scores. **SS GE NS** NCE Includes percentages of students by grade-level college readiness benchmarks, grades 6–11 (Levels 12–17/18)
Label	🍎	☐ **Student Score Label—Iowa** 9″ wide x 1″ high label size.															Circle up to 8 scores. **SS GE NPR NS** NCE PRIVPR LPR LS HSES LSES ☐ **Predicted Scores (optional)** PSS/SS* PGE/GE* PNPR/NPR*
Label	🍎	☐ **Student Score Label—CogAT** 9″ wide x 1″ high label size. Includes **CogAT Ability Profile Score and Narrative** ☐ **Check to suppress the CogAT Ability Profile Score (Complete only)**															**USS RS SAS APR AS GPR GS** are reported. Circle up to 2 additional scores. LPR LS
☐ Paper ☐ PDF	🍎	☐ **Individual Common Core Domain Report—Iowa** Core or Complete Battery only.															**Percent Correct** is reported for Common Core Standard Domains. Choose up to 4 normative scores. **SS PR NS GE**
☐ Paper ☐ PDF	🍎 🔲	☐ **Group Common Core Domain Report—Iowa** Core or Complete Battery only.															**Percent Correct** is reported for Common Core Standard Domains. Choose up to 4 normative scores. **SS PR NS GE**

* Predicted Scores: Achievement and Ability data must be available for all students. Predicted Scores count as 2 achievement scores for total scores available on each report. There is no additional fee for this service.

STEP 5 – CONT'D   **SELECT ADDITIONAL REPORTS**

OUTPUT Select Paper or PDF	TYPE	CUSTOM SERVICES AND OPTIONS Order services by checking the box in front of the service and writing the desired number of copies per grade. Check boxes of all appropriate options and circle scores to report.	INDICATE NUMBER OF COPIES PER GRADE														CIRCLE SCORES TO REPORT Circle the scores you would like reported. If no scores are circled, only the default scores (shown underlined and in bold) will be provided to you. If you circle any scores, only those scores will be reported.
			All	K	1	2	3	4	5	6	7	8	9	10	11	12	
☐ **Paper** ☐ PDF	🍎 ⊞	☐ **Group Item Analysis—Iowa** Includes **Class** Item Analysis. ☐ Also include the Building Item Analysis. ☐ Also include the System Item Analysis.																**Percent Correct** is reported.
☐ **Paper** ☐ PDF	🍎 ⊞	☐ **Group Diagnostic Report—Iowa** Grouped by: ☐ **Class** ☐ Building ☐ System																**Percent Correct** is reported.
☐ **Paper** ☐ PDF	🍎	☐ **Class Item Response Record—Iowa**																**Percent Correct** is reported.
☐ **Paper** ☐ PDF	🏠 🍎	☐ **Student Snapshot—*CogAT* (Complete only)** Includes ***CogAT* Ability Profile Score and Narrative** Check 1 composite type. ☐ **Composite VQN** ☐ VQ ☐ VN ☐ QN Check 1 graph type for APR. ☐ **Confidence Band** ☐ Bar Graph ☐ Single Data Points																**APR** and **GPR** are always reported. LPR
☐ **Paper** ☐ PDF	🍎	☐ **Class Snapshot—*CogAT* (Complete only)** Includes **Ability Profile Distribution for Class** Check 1 composite type. ☐ **Composite VQN** ☐ VQ ☐ VN ☐ QN **Bar Graphs** are reported.																**APR** and **GPR** are always reported. LPR
☐ **Paper** ☐ PDF	⊞	☐ **Building and System Snapshot—*CogAT* (Complete only)** Includes Building and System Summaries. Check 1 composite type. ☐ **Composite VQN** ☐ VQ ☐ VN ☐ QN **Bar Graphs** are reported.																**APR** and **GPR** are always reported. LPR
☐ **Paper** ☐ PDF	🍎 ⊞	☐ **Group List Ranked by Test—*CogAT*** Check 1 composite type. (Complete only) ☐ **Composite VQN** ☐ VQ ☐ VN ☐ QN *CogAT* Screening Test reports Total Score only. Grouped by: ☐ **Class** ☐ Building ☐ System																Circle up to 3 scores. **SAS APR GPR** USS AS GS LPR LS

* Predicted Scores: Achievement and Ability data must be available for all students. Predicted Scores count as 2 achievement scores for total scores available on each report. There is no additional fee for this service.

Revised 10/8/2014

STEP 5 – CONT'D   SELECT ADDITIONAL REPORTS

OUTPUT Select Paper or PDF	TYPE	CUSTOM SERVICES AND OPTIONS Order services by checking the box in front of the service and writing the desired number of copies per grade. Check boxes of all appropriate options and circle scores to report.	All	K	1	2	3	4	5	6	7	8	9	10	11	12	CIRCLE SCORES TO REPORT Circle the scores you would like reported. If no scores are circled, only the default scores (shown underlined and in bold) will be provided to you. If you circle any scores, only those scores will be reported.
☐ Paper ☐ PDF		☐ **Group List of Summaries—Iowa and *CogAT*** ☐ Iowa (achievement) ☐ *CogAT* (ability) ☐ Combined ☐ **List of Class Summaries (for Building-Level Administrators)** ☐ List of Building Summaries (for System-Level Administrators)															Circle up to 9 achievement scores. **SS GE NPR NS** RS NCE PRIVPR HSES LSES ☐ **2005 Norms** (Available with *Iowa Assessments* Levels 5/6–14 Core or Complete Battery only.) Circle up to 4 normative scores. 05SS 05GE 05NPR 05NS ☐ **Predicted Scores (optional) PSS/SS/DIFF* PGE/GE/DIFF* PNPR/NPR/DIFF*** **USS SAS APR AS GPR GS** ability scores are reported.
☐ Paper ☐ PDF		☐ **Group Narrative Summary—Iowa** Includes Class, Building and System Summaries. Available beginning Midyear Grade K (Level 5/6).															**GE** is reported.
☐ Paper ☐ PDF		☐ **Individual Longitudinal Report—Iowa** Minimum of 2 test administrations required. Up to 5 historical test administrations are automatically reported. **NPR** with **Longitudinal Line Graph** is reported, unless SS/Estimated SS is selected. SS/Estimated SS is plotted on an Estimated Growth Line Graph. Estimated growth line is determined from the first reported administration to the most recent administration.															**NPR** or SS/Estimated SS are reported. Select 1 additional score (to be reported with NPR, and plotted on the Longitudinal Line Graph): **GE** SS NCE
☐ Paper ☐ PDF		☐ **Group Longitudinal Report—Iowa** Minimum of 2 test administrations required. Up to 5 historical test administrations are automatically reported. **NPR** with **Longitudinal Line Graph** is reported. Check 1 Longitudinal Type. ☐ **Consecutive Grades, All Students** ☐ Same Grade, All Students															**NPR** is always reported. Select 1 additional score (to be reported with NPR, and plotted on the Longitudinal Line Graph): **GE** SS NCE
CD-ROM		☐ **Student Data on CD-ROM—Iowa and *CogAT*** Windows®/Macintosh® ☐ For Iowa only ☐ For *CogAT* only															Check 1 file format. ☐ **ASCII Fixed-width** ☐ ASCII Comma-delimited ☐ ASCII Tab-delimited ☐ ASCII Pipe-delimited ☐ **2005 Norms** (Available with *Iowa Assessments* Levels 5/6–14 Core or Complete Battery only.) Circle up to 2 optional scores. PRIVPR LPR LS HSES LSES

* Predicted Scores: Achievement and Ability data must be available for all students. Predicted Scores count as 2 achievement scores for total scores available on each report.
There is no additional fee for this service.
Allow 10 business days from receipt of your document shipment for processing. Paper reports are shipped 2-day UPS.

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Revised 10/8/2014