

ORDER FORM

Research Toolkit TM



CLIENT INFORMATION

(DR / MR / MS / MRS)

| | | | |
|------------------|-------|----------------|------|
| NAME | | TITLE | |
| INSTITUTION NAME | | STREET ADDRESS | |
| CITY | STATE | ZIP | |
| TELEPHONE | FAX | EMAIL | DATE |

4 ways to order

PHONE
800.876.1117

FAX
319.362.7457

MAIL
1025 Kirkwood Parkway SW
Cedar Rapids, IA 52404

EMAIL
Toolkit@RuffaloNL.com

SURVEY CHOICES

Approximate timeline:

Start date: _____

End date: _____

PLEASE INDICATE:

- | | |
|--|--|
| <input type="checkbox"/> Alumni Survey | <input type="checkbox"/> High School Counselor Survey |
| <input type="checkbox"/> College Choice Survey | <input type="checkbox"/> Parents College Choice Survey |
| <input type="checkbox"/> College Employee Satisfaction Survey (CESS) | <input type="checkbox"/> Senior Survey |
| <input type="checkbox"/> Employer Satisfaction Survey | <input type="checkbox"/> Withdrawn Student Survey |

CUSTOM QUESTIONS

- Check if you will be adding a few custom questions **as allowed** on the review sample. Please send questions via email to Toolkit@RuffaloNL.com. *Changes beyond standard instruments (or additions beyond those specified in review sampled) could incur further customization charges at hourly rate (\$300 per hour).*

SETUP AND STANDARD REPORT FEE

Includes main report delivery

- \$790 Per survey administration

ADMINISTRATIVE OPTIONS

How will your participants be **invited** to complete the online survey:

- Check if you will send survey or link to your list (no additional charge)
- Check if **Ruffalo Noel Levitz** will send email invitations via email - Charged \$0.55 per invited participant*
- *Send your list to the attention of your Toolkit contact via Ruffalo Noel Levitz Safemail.

SURVEY/TEST LICENSE

Choose the per survey fee based on the estimated number of individuals who will respond. You will only be charged for completed surveys.

- \$3.25 Up to 749 surveys
- \$3.00 750 to 999 surveys
- \$2.75 1,000 surveys or more

DELIVERY OPTIONS

Standard delivery included Excel summary tables. For CESS, standard delivery also includes comparison report with benchmark at no additional cost.

Other delivery options:

- Segmented or group results** (e.g. "Faculty only", "Staff only" - \$275 per group/segment)
Specify: _____
- Statistically tested comparison groups** (e.g. "Faculty vs. staff", "This year's administrative vs. previous year's administrator") - \$550 per pair
Specify: _____
- Raw data file**
- Consultant analysis with conference call, PowerPoint slides**
- Consultant analysis on campus**

| UNIT PRICE | QUANTITY | SUBTOTAL |
|------------|----------|----------|
| \$ 790 | 1 | \$ 790 |
| \$.55 | | \$ |
| \$ | (total) | \$ |
| \$ 275 | | \$ |
| \$ 550 | | \$ |
| \$ 210 | 1 | \$ |
| \$ 4,700 | 1 | \$ |
| \$ 6,700 | 1 | \$ |

Call Robert Van Cleef at 800.876.1117; or email rob.vancleef@RuffaloNL.com to design a custom market research solution to meet your needs. Please contact Toolkit@RuffaloNL.com for questions regarding this work.

SUBTOTAL \$ _____
5% SERVICE FEE (\$5 MINIMUM) _____
TOTAL \$ _____

PAYMENT OPTIONS

- PAYMENT ENCLOSED
- BILL ME LATER; PURCHASE ORDER NUMBER: _____