

ORDER FORM

Research Toolkit™

RUFFALO
NOEL LEVITZ

4 ways to order

CLIENT INFORMATION

(DR / MR / MS / MRS)

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

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"/> Parents College Choice Survey |
| <input type="checkbox"/> Church Leader Survey | <input type="checkbox"/> Parents of Alumni Survey |
| <input type="checkbox"/> College Employee Satisfaction Survey (CESS) | <input type="checkbox"/> Residence Hall Survey |
| <input type="checkbox"/> College Choice Survey | <input type="checkbox"/> Senior Survey |
| <input type="checkbox"/> Withdrawn Student Survey | <input type="checkbox"/> Withdrawn Student Survey |
| <input type="checkbox"/> High School Counselor Survey | |

CUSTOM QUESTIONS

- Check if you will be adding a few custom questions **as allowed** on the review sample.
Please send custom questions via email to Toolkit@RuffaloNL.com.

SETUP AND STANDARD REPORT FEE — Includes main report delivery

- \$790 Per survey administration

CUSTOM SURVEY SURCHARGE — Changes to standard instruments (or additions beyond those allowed in the review samples) incur a minimum customization surcharge for programming and building tables of \$2,100. Please provide your custom survey changes to Ruffalo Noel Levitz for a quote.

- \$2,100

SURVEY/TEST LICENSE — Enter the total number you plan to invite to participate. 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

ADMINISTRATIVE OPTIONS

- Online (no additional charge)
 \$525 Paper setup
 \$525 Paper and Online
- Check if you will send survey or link to your list (no additional charge)
 Check if email invitations will be sent by Ruffalo Noel Levitz — Charged \$0.55 per invited participant*
 Mailed paper surveys sent by Ruffalo Noel Levitz — \$4.25 per address*
 * Send your list to the attention of your Toolkit contact via Ruffalo Noel Levitz Safemail.

DELIVERY OPTIONS — Standard delivery includes Excel summary tables.

Other delivery options:

- Segmented or group results** — \$275 per table
Specify: _____
- Statistically tested comparison groups** — \$550 per pair
Specify: _____
- Raw data file** — delivered in Excel; one tab with text; one tab with values; does not include open-ends delivered separately in the main report.
- Consultant analysis with conference call, PowerPoint slides**
- Consultant analysis on campus** — one day meetings, focus groups, and presentation.
Does not include travel expenses.

UNIT PRICE	QUANTITY	SUBTOTAL
\$ 790	1	\$ _____
\$ _____		\$ _____
\$ _____	(total)	\$ _____
\$ _____		\$ _____
\$.55		\$ _____
\$ 4.25		\$ _____
\$ 275		\$ _____
\$ 550		\$ _____
\$ 210	1	\$ _____
\$ 4,700	1	\$ _____
\$ 6,700	1	\$ _____

Other market research and custom surveys are available including:

Freshman Inquiry Survey, Transfer Inquiry Survey, Parents of Inquiries Survey, and Secret Shopper Study. Call Kathryn Karford, 800.876.1117, or email Kathryn.Karford@RuffaloNL.com, for more information.

SUBTOTAL \$ _____

5% SERVICE FEE (\$5 MINIMUM) _____

TOTAL \$ _____

PAYMENT OPTIONS

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