



Extra Copy Application Form (All Applications must be mailed with full payment)

Applicant Information (required)

Full Name: _____
Last (Family) First (Unmarried)
Address: _____
Street Address Apartment/Unit #
City State ZIP Code
Phone: _____ Report Reference #: _____
E-mail address: _____ Date Report completed: _____

Send Evaluation Reports to the following:

Please identify where you would like each extra copy sent. The cost for a duplicate report is **\$30 for the first copy** and **\$20 for each additional copy** ordered at the same time. The standard processing time is three (3) working days from the receipt of the request and full payment received. **MONEY ORDER or CASHIER'S CHECK ONLY!** [**No Personal Check Accepted**]

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Address: _____
 Mail only(\$30.00)
Phone: (if sending by courier service) _____
 Mail + E-mail/Fax (\$40.00) E-mail or Fax _____

Additional Extra Copy - Recipient Name/Shipping Information (please provide e-mail address and / or fax number if the report is also to be sent by e-mail or fax)

Address: _____
 Additional Copy
Mail only (\$20.00) X _____
(Per number of **additional** copies)
Phone: (if sending by courier service) _____
 Additional Copy plus
E-mail/Fax (\$30.00) E-mail or Fax: _____

(Please put additional report requests on a separate sheet with complete address information.)

Total number of copies requested: _____

MAILING OPTIONS: (please note, all reports are sent by regular U.S. mail, unless you choose one of the options below.)

- Courier or Express** (add \$30.00 domestic, \$75.00 international). Per copy sent by courier service
- Certified Mail** (add \$15.00 per U.S. mailing address)
- Priority Mail** (add \$10.00 per U.S. mailing address)

Total Amount Enclosed: **\$30.00** + _____ Paid by: Money Order Cashier's Check
(Payment in U.S. Dollars only!) (Fee for Primary Extra Copy, plus fees for any additional copies; courier; mail; fax or email options)

NO PERSONAL CHECKS ACCEPTED!
Make money order or cashier's check payments payable to **Evaluation Service, Inc.**
No refunds are issued once this application has been submitted.