

Assessment Order Form

Note: Before you place an order, SIGMA needs to have your qualifications on file. This ensures that you are qualified to purchase and administer our assessments. If you have not already completed our [Test User Qualifications Form](#), please do so before proceeding to order.

Once you have completed the Test User Qualifications Form, you are ready to order. Please complete SIGMA's product order form below, and email your completed form to orders@sigmaassessmentssystems.com. You may also call the office if you prefer to place your order over the phone at 1-800-265-1285. If you have any questions, please don't hesitate to [contact us](#). We are happy to provide additional support as needed.

NAME*

EMAIL

ORGANIZATION

PHONE NO.

* The individual whose name is given here must be qualified to purchase and administer SIGMA's assessments. If we do not yet have these qualifications on file, please fill out our [Qualifications Form](#).

SHIP TO

BILL TO

Purchases must be paid by Visa, Mastercard, AMEX, or check (US Bank Draft for International orders) unless accompanied by an Institutional Purchase Order (Canada & US only).

☐ Check/money order enclosed

☐ Institutional Purchase Order #



Card No.

Expiry Date

 /

CVV:

Authorized Signature

PRICING

For a list of assessments, item numbers, and unit prices, please view SIGMA's [product catalog](#).

Quantity	Item No.	Item	Unit Price	Total
			Subtotal	
			S&H Charges	
			Applicable Taxes*	
			Total	

SHIPPING AND HANDLING (S&H) CHARGES

Rates:

Standard Orders = 10% or minimum fee (greater of)
 Orders > \$1,000 = 8%
 Orders > \$2,500 = 6%
 Minimum shipping fee = \$27 in U.S. or \$30 in Canada

Allow approximately 1-2 weeks for delivery. For faster delivery, please inquire about express rates. All orders are shipped by CANPAR or UPS unless otherwise specified. Shipping costs apply within Canada and US only, outlying areas may be higher. Prepaid international orders are shipped via courier. Please inquire about rates.

* Canada Only - 13% HST (ON), 15% HST (NB, NF, NS, & PEI), or 5% GST for other provinces.