

# Mailing and Services Checklist

Please return this form with your next batch of questionnaires

## ID field filled in

- Filled in the bubbles in 'ID Number' with a different number for each respondent. Note: You must create and retain list of names and corresponding ID numbers.

## Questionnaires with missing data

- Checked for missing data. Note: Questionnaires with missing or incorrect ID numbers cannot be interpreted and information will be lost.

## Copies marked in ink

- Checked questionnaires, went over in pencil any that were marked in ink. Note: Forms completed in ink may be returned to you without being analyzed.

## Removed portion size pictures

- Checked that portion size pictures, or other paper like post-its, have been removed. Note: Questionnaire bubbles covered by paper cannot be read by the scanning machine.

## Cover Letter

- Included a cover letter indicating to whom and to where the results and original questionnaires are to be sent.

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### Please answer the following questions

**Total number of completed questionnaires to be processed:** \_\_\_\_ \*Note: Each type of questionnaire is counted as a separate batch.

\*For batches of 20 or fewer, processing cost is \$20.00 per questionnaire.

## Shipping preference:

- Ground  
 3-day

**Optional Reports:** Formatted, printable reports of individual nutrient intake with advice page for respondent. Adds \$0.50 per questionnaire to cost of processing. NOT available for the Kids Last week/Kids Yesterday screener or SWAN questionnaires.

- Yes, provide formatted, printable respondent reports (on diskette, in Adobe Acrobat format)

## Respondent Characteristics:

- Sex:**  Female     Male     Male and Female    **Age:**  Children less than 13  
 Mixed but mostly Female     Mixed but mostly Male     Teenagers  
 Young adults (20s)  
 Middle years (30s - 50s)  
 Older adults (60s +)

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**Please enclose this completed form with questionnaires and ship to the following address:**

**NutritionQuest**  
Formerly Block Dietary Data Systems  
15 Shattuck Square, Suite 288, Berkeley, CA 94704-1151  
Phone 510-704-8514 / Fax 510-704-8996