

Processing Guidelines

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.

Client Information Sheet

- Completed and included with batch or fax. Note: This form is to be submitted once for each research project.

Cover Letter

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

Please answer the following questions

Total number of completed questionnaires to be processed: _____

Normal or rush service:

- Normal Service: Three weeks or less.
- Rush Service (one week): **Adds \$100 (flat fee) to cost of processing** batches of 1-50 questionnaires.
Adds \$2 per questionnaire for batches of 51 or more.

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 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 +)

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