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

Name of questionnaire: ________________________________
* Note: Each type of questionnaire is counted as a separate batch.
** If submitting another type of questionnaire as well, prepare a separate checklist for that batch.

Total number of completed questionnaire forms of this type to be processed: __________
*For batches of fewer than 20, processing cost is $20.00 per questionnaire.

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 questionnaires.

Optional Reports: Formatted, printable reports of individual nutrient intake with advice page for respondent.
[ ] Yes, provide formatted, printable respondent reports (on CD, in Adobe Acrobat format)
This will add $0.50 per questionnaire to cost of processing.
Note: Reports NOT available for the Screeners, FSFV_GIGL Survey or the Kid’s 2-7 FFQ.

Return shipping preference: [ ] Ground [ ] 3-day [At standard UPS rates; request pricing.]

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

NutritionQuest
15 Shattuck Square, Suite 288, Berkeley, CA 94704-1151
Phone 510-704-8514 / Fax 510-704-8996