

# 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**

**2342 Shattuck Avenue, #307, Berkeley, CA 94704**

**Phone 510-704-8514 / Fax 510-704-8996**