



COOPERATIVE INSTITUTIONAL RESEARCH PROGRAM  
at the HIGHER EDUCATION RESEARCH INSTITUTE AT UCLA

## 2015 CIRP TFS SHIPPING FORM

In order to process your completed surveys correctly and report them properly, we need some information from you. When you are ready to ship your forms, please complete the form and:

- EMAIL this form to [CIRPSurveys@DataRecognitionCorp.com](mailto:CIRPSurveys@DataRecognitionCorp.com) or FAX it to the Processing Center (Data Recognition Corporation) at 763-509-3795
- Include a copy in the box with your completed forms. If you send more than one box, include the copy in the *first* box.

### YOUR INSTITUTION

NAME: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

ACE # \_\_\_\_\_

### SHIPPING INFORMATION

How many completed survey forms did you ship? \_\_\_\_\_

In how many boxes? \_\_\_\_\_

Shipped via? \_\_\_\_\_

Shipping Date? \_\_\_\_\_

### SHIPPING AND HANDLING INSTRUCTIONS

1. Do not fold or staple the questionnaires. Remove the “flap” from the survey. Remove all additional sheets of paper. Return completed and partially completed questionnaires with Page 1 facing up and all questionnaires oriented in the same direction. Package the surveys carefully to minimize damage during shipping. **Institutions may be billed for additional processing costs if returned questionnaires are folded or stapled, have the flap or additional sheets of paper attached or arrive otherwise damaged.** DO NOT return unused questionnaires.
2. Ship via United Parcel Service (UPS) or other **traceable** form of parcel delivery **to arrive by October 12th, 2015.** We strongly recommend that you do **not** use the U.S. Postal Service.
3. If the forms are being shipped in more than one box, please indicate by marking each box (for instance “Box #1 of 3”).
4. Place the CIRP TFS shipping form on top of the questionnaires (if more than one box is being shipped, place the CIRP TFS shipping form in Box #1). Send the box(es) to:

**TFS Survey Returns  
HERI Processing Center  
c/o Data Recognition Corporation  
Attn: Survey Operations  
7303 Boone Ave, North  
Brooklyn Park, MN 55428**