



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

## 2012 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:**

- 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: \_\_\_\_\_

### 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 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.**
2. Ship via United Parcel Service (UPS) or other **traceable** form of parcel delivery **to arrive by October 8th, 2012**. 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**