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, 2013.** 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