



*Measuring What Matters!*

### Service Fees

Expedited Phone Orders	\$10.00 per order
Rush Orders 10% of total order, <i>(orders placed with less than the requested lead time)</i>	\$25.00 minimum
Rush Scoring <i>(less than two weeks from date received)</i>	\$1.00/answer sheet, \$25 minimum
Sort answer sheets by test title and date	\$1.00 per sheet
Transfer answers to a new answer sheet	\$30.00 per answer sheet
Score an answer sheet not completed correctly	\$2.50 per sheet, \$25.00 minimum
Rescore	\$20.00 per answer sheet
Shred used test booklets	\$1.00 per booklet
Handling charge for returns	\$7.00 per booklet

### Online Testing Fees

User code setup change	\$3.00 per user code
Release scores	\$3.00 per user code
Handling charge for returns	\$5.00 per user code

### Printing Score Reports

*(fees do not include shipping/handling charges)*

Request to receive printed reports	\$20.00 plus \$5.00/individual
Reprint or copy of reports <i>(2001-present)</i>	\$50.00
Reprint or copy of reports <i>(prior 2001)</i>	\$100.00

**All fees must be paid or have an approved purchase order prior to service.  
NOCTI accepts VISA, MasterCard, Discover and American Express.**

*Building a Competent Workforce through Creative Learning Solutions*