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| **PAYS Data/Reporting Agency Information Form**  ***Instructions:*** Fill out the contact/invoicing information below, read the “Before you order…” text on this page, and then consider the order form on the following page. For the order form, check the boxes of items/services you would like to order and supply notes as needed/requested in order to make certain your order (particularly when it comes to population) is clear. When you have completed both pages of this order form, email the completed form to Mary Johnstun ([mary@bach-harrison.com](mailto:mary@bach-harrison.com)) and she will assemble a Memorandum of Agreement summarizing the data project and the final billable amount. Once that MOU is signed and returned, Bach Harrison will begin work on your request. | |
| **Agency/Organization making the request** |  |
| **Request Contact Information**  *NOTE: Unless otherwise noted, ordered items will be emailed to both the person listed as the Request Contact and to the person listed as the Billing Contact.* | Name:  Phone Number:  E-mail: |
| **Billing Contact Information**  *NOTE: Unless otherwise noted, ordered items will be emailed to both the person listed as the Request Contact and to the person listed as the Billing Contact.* | Name:  Phone Number:  E-mail: |
| If you are requesting school district/charter school-level data, **do you have permission from the superintendent/administrator to access that data?** Please attach necessary permissions or notes as applicable. | **Yes**, I have permission:  **No**, I do not have permission. I would like help in securing permission: |
| **Requested Deadline for receiving data request:** |  |
| **Invoicing Requests**, if any (dates needed by, etc.) |  |
| **Additional Invoicing/Agency Notes:** |  |

**Before you order data items and services on the following page….**

Often-Ordered data/reporting items are listed on the following page. Ordering additional data can often be an overwhelming task and it can be difficult to pinpoint exactly what you need for the work you are hoping to do. Consider the following questions before you complete the remainder of this order form:

1. Are you looking for a report that gives a thorough and aesthetically-presented overview of a community or region? If so, consider ordering a “Customized Community Summary Report.”
2. Do you want to get into the nitty-gritty specifics of how students in each grade answered each question of the survey? If so, consider ordering a “Crosstab Report.” Be sure to include in the notes if you’d like to get a Crosstab Report for one school district or for a community (i.e. a combination of districts).
3. Did you love the multi-item Crosstab Tool on the PAYS Web Tool, but are hungry to get similar analysis at a school district or charter school level? If so, consider ordering a “Customized Crosstab Analysis” report.
4. Do all of these options sound good, but are not exactly what you’re looking for? Contact Mary Johnstun to discuss your data needs and to receive a quote for services.

**Data/Reporting Order Form**

**Instructions**: Please check the boxes of items/services you would like to order and supply notes as needed/requested in order to make certain your order (particularly when it comes to population) is clear. When you have completed both pages of this order form, email the completed form to Mary Johnstun ([mary@bach-harrison.com](mailto:mary@bach-harrison.com)) and she will assemble a Memorandum of Agreement summarizing the data project and the final billable amount.

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| **Check extra services ordered.** | **Service** | **Charges** | **Notes** |
|  | Customized Community or School Summary Report | $100 per electronic/PDF report (Price will raise for requests made after 2/28)  (an additional $50 will be charged for printing/shipping a hard copy report) | Provide relevant School, School District/Charter names AND AUN numbers to be used in each report. (AUN #s must be provided): |
|  | Check if you also would like to order a hard-copy version of the above requested Summary Report | An additional $50 will be charged for printing/shipping a hard copy summary report. Shipping provided is FedEx Ground. Overnight shipments will incur an additional charge to cover the difference in shipping cost. | |
|  | Crosstab Report (i.e. 2015 data only, #/% by grade responding to every survey question and response option) | $50 per electronic/PDF report | Provide School District/Charter names AND AUN numbers (AUN #s must be provided) and notes regarding whether you would like to see the data by district or for a community (i.e. a grouping of districts): |
|  | Check if you also would like to order a hard-copy version of the above requested Crosstab Report | An additional $50 will be charged for printing/shipping a hard copy crosstab report. Shipping provided is FedEx Ground. Overnight shipments will incur an additional charge to cover the difference in shipping cost. | |
|  | Customized Crosstab Analysis (e.g. looking at two items in relation to each other for a specific population). | $50 for up to ten 2-item analyses. $5 for each additional 2-item crosstab beyond 10. 2015 data only.  (NOTE: All items/request need to be made at the same time. Subsequent requests will be billed as new analysis requests.) | Provide School District/Charter names AND AUN numbers (AUN #s must be provided) and items to be analyzed. |
|  | Additional data/reporting requests | Contact Mary Johnstun at Bach Harrison – [mary@bach-harrison.com](mailto:mary@bach-harrison.com) – to discuss and secure a custom price. | |