Education & Skills Online Purchase Order Form

To purchase authorization codes for Education & Skills Online and create a user account for tracking and administering authorization codes, please complete the following form and return it via email to the Test Administrator at ESonline-support@ets.org. The Test Administrator will send your organization an invoice with instructions for submitting payment and a terms and conditions document for your organization to sign. Once your payment and signed terms and conditions are received, the Test Administrator will activate your online test administration portal account and give you access to your test authorization codes.

Organization Information:

Organization Name: _____

Address: _____

City: _____

State/Province: _____ Zip/Postal Code: _____

Country: _____

Phone: _____

Contact Information:

Please include below the information for the individual who will be managing the administration of tests. This individual will have an administrator account for the online test administration portal and can create additional users for the organization.

Contact Name: _____

Job Title: _____

Work Phone: _____

Work Email: _____

Billing Information:

Please include below the information for your organization's accounts payable contact. If the accounts payable contact is the same as the contact listed above, you may leave this section blank. If your organization would like a purchase order number included on the invoice, please include that number in this section as well.

VAT Number*: _____

**Only applies to purchasers outside the United States*

☐ Billing contact information is the same as above.

Contact Name: _____

Address: _____

City: _____

State/Province: _____

Country: _____

Zip/Postal Code: _____

Work Email: _____

If you would like your organization's purchase order number included on the invoice, please enter the purchase order number in the box below.

Purchase Order # _____

Repeat Orders:

☐ Check here if you have previously purchased Education & Skills Online and have submitted a signed terms and conditions form. This subsequent order will be subject to the terms and conditions executed with your organization's initial order.

Product Options:

Institutions may purchase a core assessment package, a non-cognitive assessment package, or a bundled package that includes both the core assessment and the non-cognitive assessment package.

The core assessment package (1) contains the core background questionnaire, the literacy and numeracy assessment, and the optional problem solving and reading components measures.

The noncognitive assessment package (2) contains the core background questionnaire and the three noncognitive modules: skill use, subjective well-being and health, and career interest and intentionality.

The core and noncognitive bundled package (3) contains the core background questionnaire, the literacy and numeracy assessment, the optional problem solving and reading components measures, and the three noncognitive modules.

The unit price for the core assessment package (1) and the bundled package (3) varies depending on the quantity of tests purchased. Enter the number of each package you would like to purchase into the quantity fields in the table below.

Education & Skills Online Pricing Schedule			
Quantity Purchased	Unit Price Package 1	Unit Price Package 2	Unit Price Package 3
<5,000	€9.00	€2.00	€11.00
5,000 - 10,000	€8.25	€2.00	€10.25
10,001 - 25,000	€7.75	€2.00	€9.75
25,001 - 75,000	€7.00	€2.00	€9.00
75,001 - 149,999	€6.00	€2.00	€8.00
150,000 +	€5.00	€2.00	€7.00

Order Information:

Package	Description	Quantity	Unit Price (Euros)	Amount (Euros)
			Total (Euros):	

If your organization would prefer to pay in US Dollars, please check the box below. The Test Administrator will send your organization an invoice in US Dollars calculated using the exchange rate on the day the purchase order is received.

☐ Invoice in US Dollars

Customization

Education & Skills Online includes a standard entry portal where test takers enter their authorization codes to initiate tests and administrators enter the test administration site. If your organization would like this page to be customized to include your organization's name, logo, and colors, select Yes in the dropdown box below. Customizing the log in screen may take up to 7 business days. If you would like to use the standard entry portal, select No in the dropdown box below.

Customize test taker log in screen? No

Signature

By signing this form, I agree to the policies and conditions concerning order cancellation and return of goods and services. If this is not my organization's first order, I agree to the terms and conditions submitted with my organization's first order.

Name: _____

Signature*: _____ Date: _____

Email Address: _____

* If your organization permits electronic signature, you may sign this form using your digital ID. You may also print this form, sign it, and send a scanned copy of the signed form to the Test Administrator at ESonline-support@ets.org.