



## Form for Requesting Additional Official Copies Of Your Evaluation

### PAYMENT INFORMATION:

**Please note:** Fees may be paid by personal or cashier's check (drawn on a **U.S. bank**, payable to "ERES" in U.S. dollars), a U.S. money order, or by Visa, MasterCard, American Express or Discover credit card. **When you request a Rush Service, then TOTAL COST must be paid by money order or cashier's check only** (or cash if paying in person). **All prices are subject to change without notice.**

**Type of Payment:**  Credit Card (Select below)

Personal Check  Money Order  Cashier's Check  Cash Amount \$: \_\_\_\_\_

Be sure to include the **Mail Service Fee** for each address in **Section 2**. Also an **M1 (\$15) Mail Service Fee** is required when 3 or more copies are ordered for your (**Section 1**) address.

**TO PAY BY CREDIT CARD, GIVE ALL THE INFORMATION REQUESTED BELOW:**

Type of Card:  Visa  MC  Discover  AMEX  Debit Card

Name of Credit Card Holder (print): \_\_\_\_\_

Billing address (if different from Section I): \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_    \_\_\_\_/\_\_\_\_    \_\_\_\_\_    \$ \_\_\_\_\_    \_\_\_\_\_  
Account number on credit card    Expiration date    3 or 4 digit security code    Amount    Signature of credit card holder  
authorizing payment

To avoid delay, check that all items have been answered fully before submitting this form.

### TO SUBMIT THIS FORM:

- Mail with payment to the address below, or
  - Fax Form with Credit Card information to: **916-921-0793** or
  - Scan Form and e-mail with Credit Card information to **edu@eres.com**
- Copies are prepared and mailed in about 8-10 business days unless you have requested a Rush Service

**Educational Records Evaluation Service, Inc.**

Address: 601 University Ave. Suite 127, Sacramento, CA 95825-6738

### FOR OFFICE USE ONLY:

Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_    Amount paid: \$ \_\_\_\_\_    Method of payment: \_\_\_\_\_

Reference #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_    Assigned to: \_\_\_\_\_    Entered in database: