



Important Instructions for Prompt Processing and Return of Reports

Please read and follow these important instructions when completing this Processing Form.

To ensure prompt processing of your reports, please check your tests to be sure that all required information (e.g. gender, age, etc.) is coded in.

Mail Processing:

1. Please mail your test(s) to the mailing address below:

**Pearson – Scoring Department
55 Horner Ave.
Toronto, ON M8Z 4X6**

2. Fill in the phone number where we can most easily reach you during business hours.
3. Fill in the test type and quantity of each test you are sending in.
4. Enclose the test(s) together with the Processing Form and your prepaid Scoring Certificate in a 12x9 flat envelope addressed to Pearson – Scoring Department (see contact details above). Be sure to provide sufficient postage.
5. Unless otherwise specified, your reports will be returned to you via First Class Mail at no additional charge. Please allow up to 10 days for delivery.

Special Expedited Services:

Fax Processing:

1. Please fax your test(s) to the fax number below:

Pearson Scoring Department Fax: 1-866-335-8405

2. Fill in the phone number where we can most easily reach you during business hours.
3. Fill in the test type and quantity of each test you are sending in.
4. Fax the Processing Form and your prepaid Scoring Certificate to the above fax number.
5. Please indicate your fax number where you would like to receive your report(s).
6. Your reports will be returned to you via fax at the outlined fee structure below. Please allow 24-48 hours for delivery.

Please visit PsychCorp.ca or contact our Scoring Department at 1-866-335-8418 for additional information and/or pricing.

Email Processing:

1. Please mail or fax your test(s) to us as per the contact details outlined above. To receive your report(s) back via email, please follow the steps below.
2. Please indicate your email address where you would like to receive your report(s).
3. Your reports will be returned to you via email at the outlined fee structure below. Please allow 24-48 hours for delivery.

Please visit PsychCorp.ca or contact our Scoring Department at 1-866-335-8418 for additional information and/or pricing.

Overnight Return Shipment:

For orders up to 20 tests: If you would like your results returned to you the next working day, please indicate this by checking the overnight return option. Unless otherwise indicated, we will use our own courier for this request. If you wish to use your own courier for this return shipment, please indicate your courier details in the specified field.

Please visit PsychCorp.ca or contact our Scoring Department at 1-866-335-8418 for additional information and/or pricing.