

**Indiana University**  
**Bloomington Evaluation Services & Testing [BEST]**  
 ~Office of the Vice Provost for Undergraduate Education~

Main Office/Testing: 812.855.1595  
 Scoring/Scanning: 812.855.3357  
 Fax: 812.855.4409

Eigenmann Hall, 324 West  
<http://www.indiana.edu/~best>  
[best@indiana.edu](mailto:best@indiana.edu)

## MULTI-OP ORDER FORM

(to be used for IU Regional Campuses only)  
 Effective July 1, 2011

Effective July 1, 2011, the cost of Multi-Op Course Evaluations will increase for Indiana University Regional Campuses. Form C's, Departmental forms, and Instructor-designed forms will increase to \$0.24 per sheet. Blank Form B's will increase to \$0.21 per sheet. These prices include the cost of the forms, photocopying charges, and scanning services.

For your convenience, there are 3 options for placing your order with BEST:

- Send** completed forms thru campus mail to: **BEST Scoring Room, Eigenmann Hall, 324 West, IUB**
- Fax** completed order forms to 812.855.4409: **Attn: James Stewart**
- Email** revised order form [e.g., scanned or saved PDF] as an attachment to: [best@indiana.edu](mailto:best@indiana.edu)

Please place your order **at least 2-3 weeks before** you need your forms *and* **at least 2-3 weeks before the end of regular class meetings.**

*\*\*\* Note: Additional Multi-Op instructions and information may be downloaded from the following webpage:*  
[http://www.indiana.edu/~best/pdf\\_docs/multi-op\\_manual.pdf](http://www.indiana.edu/~best/pdf_docs/multi-op_manual.pdf)

Quantity	Multi-Op Form	Cost per sheet*	Total
	<b>Standard 30-Question BEST Form C</b>	\$0.24	
	<b>Instructor- Designed Form</b> (include marked Form B's unless created online)	\$0.24	
	<b>Departmental Forms</b> (attach list of individual totals for separate forms)	\$0.24	
	<b>Blank Form B (Header Sheet)</b>	\$0.21	
*Prices are subject to change without notice		<b>TOTAL AMOUNT DUE =</b>	<b>\$</b>

Contact Person: \_\_\_\_\_ Date of Order: \_\_\_\_\_

Department: \_\_\_\_\_ Telephone: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Delivery Address (if different from above): \_\_\_\_\_

Account Title: \_\_\_\_\_ Account #: \_\_\_\_\_

Object Code: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Title: \_\_\_\_\_