



Practice Test Voucher Request Form

Institution Name	
Name of Requester	
Title	
Email Address	
Telephone Number	

Each candidate may apply one voucher to their purchase of a WEST practice test. If the candidate uses a voucher in a dollar amount that is less than the full practice test fee, the candidate must pay the balance of the practice test fee by credit card.

To order vouchers:

1. See www.west.nesinc.com for practice test prices, which vary by test type.
2. Indicate the number of vouchers you are ordering at each price point.
3. Calculate the total order cost.
4. Enter PO or check number.

Number of Vouchers	Voucher Amount	Total Purchase (=)
	Paraprofessional \$17.50	
	Other amount: _____	
Total Amount:		

Vouchers will be sent via e-mail to the above requester, within 2 weeks after receipt of the completed form and purchase order or payment. Vouchers will be valid for a period of 12 months from the date they are generated.

Please attach form of payment for the amount of the order:

Purchase Order number: _____, or

Prepaid check number: _____

Purchase Orders only:

Email: estestvoucher@pearson.com

Mail to:

**Attention: Finance
Evaluation Systems, Pearson
300 Venture Way
Hadley, MA 01035**

Vouchers that have expired unused will be replaced by Pearson upon request as a one-time courtesy and sent to the Institution after the original voucher expiration date. Therefore, no refund or credit is available to the Institution for expired vouchers. Vouchers are single use vouchers, valid for one purchase up to the maximum voucher amount. Vouchers that are issued to a candidate and are used by a candidate to register and pay for preparation materials are not refundable to the Institution or to the candidate.