



Dear Purchasing or Supply Agent:

Educators in your school system may order a variety of sample tests from ACT to share with their students. Providing students with a sample test allows them to simulate the experience of taking an exam. With practice, students will better understand how to take a test.

Please be sure that your educators are ordering sample tests to be used **only** for the purpose of allowing students to simulate a test taking experience.

***Important Reminder:** If educators plan to share the results and data from these sample tests with another vendor for analysis, ACT cannot be responsible for the accuracy or validity of the analysis from the vendor. ACT is not affiliated with and does not endorse any third party vendor.*

*ACT Explore and ACT Plan sample tests are not secure assessments, and potential wide item exposure reduces their utility in measuring individual students' skills, identifying needed interventions or assessing the collective skill levels of groups of students, as access to the items is not strictly controlled. ACT strongly discourages the use of scores from these sample tests for purposes other than providing students the opportunity to familiarize themselves with test formats and the testing experience. Paying a third party vendor to analyze data from sample tests may not provide your district with the information it needs or believes it is receiving from the third party.*

If you have questions or need more information, please call 877.789.2925.

Sincerely,  
ACT, Inc.

ITEM NUMBER	ITEM DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
0220U4110	EXPLORE Sample Test 02B (package of 25)	\$20.00/pkg		
0220U4110	EXPLORE Sample Test 02B (single copy)	\$ 6.30/ea		
0220U6130	EXPLORE Sample Test Scoring Guide for Form 02B	\$ 0.00		
023055110	PLAN Sample Test 29A (package of 25)	\$20.00/pkg		
023055110	PLAN Sample Test 29A (single copy)	\$ 6.30/ea		
023057130	PLAN Sample Test Scoring Guide for Form 29A	\$ 0.00		

<b>Total Materials Cost</b>	
Tax	
<b>TOTAL AMOUNT DUE</b>	

**Sales Tax and Payment Information:**

Customers will be charged applicable state and local sales taxes in states where required. A list of required states can be found at <http://www.act.org/orderinfo>. If sales tax is required, please calculate the appropriate sales tax based on your shipping address and add to the order total.

If you are exempt from sales tax, please refer to the instructions found at <http://www.act.org/orderinfo>. The appropriate documentation must be received by ACT before tax-exempt status will be granted.

Acceptable forms of payment include: check, credit card (MasterCard, Visa, Discover, and American Express), wire or ACH. If you have any tax or payment questions, please contact the Accounting Department at 319.337.1150.

Prices for items include shipping. Printed material will be shipped by UPS or comparable method. Orders must be placed 18 days in advance of your need for delivery. To arrange priority shipping at additional cost, contact ACT Customer Services at 877.789.2925.

*By signing below, the customer agrees that Sample Tests will be used only to help students prepare for taking the official exam, and not as a substitute for it.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name/Title/Institution

**SHIP TO:** (Please print or type.)

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Institution Name

\_\_\_\_\_  
Street Address (Do not use P.O. Box number.)

\_\_\_\_\_  
City, State, ZIP Code

\_\_\_\_\_  
(Area Code) Phone Number

\_\_\_\_\_  
Recipient's E-Mail Address

**BILL TO:** (Please print or type.)

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Institution Name

\_\_\_\_\_  
US Mail Address

\_\_\_\_\_  
City, State, ZIP Code

\_\_\_\_\_  
(Area Code) Phone Number

\_\_\_\_\_  
Recipient's E-Mail Address

**Mail Orders to:** ACT Customer Services (70)  
P.O. Box 1008  
Iowa City, IA 52243-1008

**Fax Orders to:** 319.337.1578