



## Practice Test Voucher Order Form

<b>Institution Name</b>	
<b>Name of Requester</b>	
<b>Title</b>	
<b>Email Address</b>	
<b>Telephone Number</b>	

Each candidate may apply one voucher to the purchase of a VCLA 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.va.nesinc.com](http://www.va.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 (=)
	One Subtest, Reading or Writing	\$17.95
	Both Subtests, Reading and Writing	\$29.95
	Other amount	\$_____
<b>Total Amount:</b>		

Vouchers will be sent via email 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](mailto:estestvoucher@pearson.com), or  
 Fax: 413-256-7058**

**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.