## **How to Ship Materials Back**

- Please make sure all answers are completely bubbled
- Please make sure that no extraneous marks are on the answer sheet, test booklet (except consumable student books Levels 5-8), or Directions manual.
- Double-check the Order/Packing slip for all documents that need to be returned.
- Return the Order/Packing slip with your documents to Triangle Education Assessments, 5512 Merion Station Drive, Apex, NC 27539 by the return date posted on your Order/Packing slip.
- Ship materials by UPS, FedEx or USPS Priority mail. It is best to insure materials and get a tracking number. Books lost or damaged in the mail are the responsibility of the sender.

PLEASE NOTE: Practice tests and Message to Parents are non-returnable, non-refundable.