FFQ ORDER AND PROCESSING FORM

FOR ADMINISTRATIVE PURPOSES, WE REQUEST THAT THIS FORM BE SUBMITTED WITH **EACH BATCH** OF QUESTIONNAIRES SUBMITTED FOR PROCESSINGG FORMS TO BRISTIAN JU OR ANY BLANK QUESTIONNAIRE ORDER. (DO NOT SEND THE BILLIN STICE.)

(Please make copies for use with each submission).

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| --- |
| Investigator’s Name:Hypothesis:Email Address (**Required for WINZIP Attachment – provide 2 addresses)**:WINZIP file is sent using Partner’s Secure Transfer. **You must login in and pick up your data within 10 days**: |

|  |
| --- |
| Billing Name:Billing Address:Tax Exempt Number: Purchase order number: Is your study funded by federal grant? \_\_\_Yes \_\_\_NoPhone Number:Email Address:How will you likely pay your invoice? Wire transfer is preferred for orders over $1000.00Check\_\_\_  Wire Transfer\_\_\_ Date of Transfer\_\_\_\_\_\_\_\_ (email Bristian Justice: bjustice@hsph.harvard.edu for wire info)Harvard Internal Payment\_\_\_\_ (Harvard Affiliated Only. email Bristian Justice: bjustice@hsph.harvard.edu for account string)**\*\*NOTE: All payments MUST have an identifier in the memo;** **NQSC (Invoice #); B.Justice 2-7866** |

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| --- |
| Mailing Name:Mailing Address:Phone Number:Contact Email Address:**TWO** Email Addresses for data return:  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ORDERING QUESTIONNAIRES (FFQ's)Please fill in the number of questionnaires requested next to the type of questionnaire requested:

|  |  |  |
| --- | --- | --- |
|  | Cost for each Blank | Number of FFQ's requested |
| Blue 2007 Grid (4 page) | $1.25 |  |
| New Blue 2022 Grid (4 page) | $1.25 |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SUBMITTING QUESTIONNAIRES FOR ANALYSISNumber of questionnaires enclosed:Please circle the format you would like to receive. EXCEL ASCII  Please **check** which versionof the program you would like the analysis currently based on and **circle** rate:You have been or will be using version:

|  |  |  |
| --- | --- | --- |
|  |  2011Version | Rate per FFQ |
|  | Complete Processing | Self-code(for large studies only) | Self-code & edit (for large studies only) |
| Green 80Out |  | $12.00 | $4.25 | $4.00 |
| Blue 2007 Grid |  | $15.25 | $4.25 | $4.00 |
| Pink 2007 Booklet |  | $17.00 | $4.25 | $4.00 |

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**Is it possible to receive a discount?**

We do not discount. Our prices are nonnegotiable.

**Is there a minimum order requirement?**

 No

Explanations for the Order Form

1. For blank questionnaire order requests, email completed billing forms **only** to ffqorder@hsph.harvard.edu.
2. **With all payments, please make sure the memo reads “NQSC (Invoice #); B.Justice 2-7866”**

We accept payments by check, wire transfer, or Harvard Internal Payment (Harvard Affiliates only).Credit cards are not accepted.

 Wire transfer is preferred for orders over $1000.00.

 Contact Bristian Justice at 617-432-7866 or bjustice@hsph.harvard.edu for information if paying

 by wire or internal transfer. For billing questions please contact Lauren Dougherty at 617-998-6615 or by email at

 lwolfert@hsph.harvard.edu.

**\*\*Please do not send the Billing form for order requests to Bristian Justice.**

Please make **checks payable to Harvard University**.

**DO NOT USE W9 Address as mailing address**

**Harvard T.H. Chan School of Public Health**

**ATTN Bristian Justice**

**Nutrition Department-Finance**

**Bldg.2, 3rd floor**

**665 Huntington Ave.**

**Boston, MA 02115**

MEMO: **NQSC (Invoice #); B.Justice 2-7866**

1. Our Tax ID # 04-2103580

**ADDITION OF STATE TAXES FOR CALIFORNIA AND ILLINOIS**

The State of California and State of Illinois require that Harvard University charge state sales tax for blank Food Frequency Questionnaires, which is considered the sale of merchandise. Invoices issued for blank Food Frequency Questionnaires will now include a California sales tax of 7.25% or an Illinois sales tax of 6.25% when appropriate. All other services which include any type of analysis or winZIP attachment files containing study data are not taxable at this time.

1. The Cost for Harvard to code, edit, and analyze questionnaires:

A. Each 80-out questionnaire costs $12.00

B. Each 2007 Grid questionnaire costs $15.25

1. Each 2007 Booklet questionnaire costs $17.00
2. The option of being a self-coder:

If you would like to code your own questionnaires and have Harvard edit and analyze them, the cost is $4.25 per questionnaire. This price is the same for all questionnaire types. Harvard would send you a coding manual and coding sheets at no cost. The questionnaires would then be sent to Harvard for scanning, editing and analysis. Option is available for large studies with more than 1,000 participants only.

1. The option of being a self-coder and editor:

If you would like to code and edit the questionnaires and have Harvard analyze them, the cost is $4.00 per questionnaire. This price is the same for all questionnaire types. To do this, Harvard would send you a coding manual, coding sheets, and editing manual at no cost. You would code the questionnaires and send them back to Harvard. Harvard would scan the questionnaires and ship them back to you with the necessary printouts. You would edit the printouts and then send them back to us for the final analysis. This option requires two mailings. Option is available for large studies with more than 1,000 participants only.

1. Purchasing a WINZIP file:

**You may choose an ASCII or Excel formatted attachment that contains raw nutrient data, data dictionary, and the scanned data.** Files will be sent by zipped attachment usingPartner’s Secure Transfer. Please provide **TWO** email addresses. If your institution will not receive zipped data files, please provide a home-based PC email address. **You will have 10 days to login and pick up your data.**

1. **Sending in questionnaires for processing:**

When mailing in questionnaires to be processed, please include a purchase order on the billing form. Please include your tax-exempt number on the billing form. Harvard does not accept credit cards. Use the billing form for each order. Please email a pdf copy of the billing form to vbeauregard@hsph.harvard.edu. Any questions can be emailed to the following people:

Laura Sampson: FFQ Assistant: Vanessa Beauregard

Phone:617-998-6618 Email: vbeauregard@hsph.harvard.edu

Email: lsampson@hsph.harvard.edu Phone: TBD

**Mail to:**

Harvard T. H. Chan School of Public Health

 Nutrition Department, Bldg. 2, 3rd Floor, Room 310

ATTN: Vanessa Beauregard, NQSC

 665 Huntington Ave

 Boston, MA 02115