

Additional Reports Request Form

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WES Reference #: _____ Date of Birth: (Month/Day/Year): _____

Name: _____
 Last/Family _____ First/Given _____ Middle _____

Address: _____
 Street _____ City _____ Province _____ Country _____ Postal Code _____

Email: _____ Telephone: _____

PURPOSE FOR DUPLICATE REPORT

Education Employment Immigration Licensing Field _____ Province _____

SEND ADDITIONAL REPORTS TO THE FOLLOWING ADDRESS(ES) (REQUIRED): (Attach additional sheets if there are more than 2 addresses.)

1. _____

 City _____ Province _____ Postal Code _____

2. _____

 City _____ Province _____ Postal Code _____

Delivery method for this address (required; choose one)

- Regular Mail (\$0)
- Registered Mail (Canada)(\$20)
- Registered Mail (USA/International) (\$30)
- Next Day (Canada) (\$25)
- USA/International Express (\$75)
- Fax (Canada/USA) (\$10)
- Fax (International) (\$20)

Fax No. _____

Delivery method for this address (required; choose one)

- Regular Mail (\$0)
- Registered Mail (Canada)(\$20)
- Registered Mail (USA/International) (\$30)
- Next Day (Canada) (\$25)
- USA/International Express (\$75)
- Fax (Canada/USA) (\$10)
- Fax (International) (\$20)

Fax No. _____

FEES

The Cost for additional report is \$45.00 for the first report and \$30.00 for each additional report ordered at the same time, plus delivery fees. The standard processing time is 1 (one) business day upon the receipt of full payment. (All fees are subject to 13% Harmonized Sales Tax)

Fee Summary:

First Duplicate Report	\$ 45.00
Additional Reports \$30.00 X _____(number of additional copies)	\$ _____
Total Delivery Fee (for all addresses/fax numbers).....	\$ _____
<input type="checkbox"/> Sealed Envelope Service (\$10.00) (optional) X _____ (number of additional copies)	\$ _____
<i>Academic institutions generally require that they receive an official WES evaluation report directly from WES. If you are ordering reports that you plan to submit to an institution at a later date, we advise that you request our sealed envelope service. WES will send the additional reports TO YOU in individually sealed envelopes that most institutions will accept as official.</i>	
Sub Total	\$ _____
Add 13% Harmonized Sales tax (HST)	\$ _____
Total Amount	\$ _____

PAYMENT OPTIONS (Please DO NOT send cash)

Paper application fees must be paid in Canadian dollars by cheque/money order. Payments from outside the Canada must be drawn on a bank located in Canada. To pay by credit card apply online at <www.wes.org/ca/apply/xcopy.asp>.

Cheque/Money Order Enclosed (Payable to *World Education Services*)

MAILING ADDRESS

World Education Services
 2 Carlton Street Suite 1400
 Toronto, ON M5B 1J3