

## TEST SERVICES AGREEMENT

This Test Services Agreement is entered into between the Agency named below, and **Donnoe & Associates, Inc.**

Agency	Department
Names and titles of Agency representatives to whom test materials may be shipped:	Email addresses for each representative to whom test materials may be shipped:
1	
2	
3	
4	
Mailing Address:	
City and State	Zip Code
Shipping Address (if different)	
City and State	Zip Code
Telephone No.	Fax No.

**Donnoe & Associates, Inc.** test materials are protected by the Federal Copyright Laws of the United States of America (Title 17 U.S.C.) and we prohibit removal of staples in test materials; photographing, reproducing or copying of this work in whole or in part, by any means whatsoever; distribution of copies of the copyrighted work; preparation of derivative works based upon the copyrighted work; or retention of copyrighted materials for any purpose whatsoever, without express, written permission. Violator(s) may be subject to civil penalties, criminal sanctions, or both.

At the conclusion of the specified review, rental or lease period (e.g., two week rental) the Agency shall return all provided test materials to Donnoe & Associates, Inc.; the specific restrictions and conditions of test review and rental are described below.

Test Review. Review materials are provided to agencies as a courtesy. The time period for review is specified on the materials. At the conclusion of the specified review period the Agency shall return all materials to **Donnoe & Associates, Inc.** The Agency agrees to safeguard the test materials at all times, and these materials may not be viewed by potential candidates for the examination in question.

Test Rental or Lease. The test rental or lease period is specified with each order. At the conclusion of the specified period the Agency shall return all materials to **Donnoe & Associates, Inc.** The Agency agrees to safeguard the test materials at all times, and the Agency agrees to not provide the test materials to any other Agency or party (i.e., selling, renting, or giving away the test materials is prohibited).

Loss of Materials. In the event of loss or retention of test materials during review, rental or lease, the Agency agrees to purchase the test materials at the currently advertised purchase rates of Donnoe & Associates, Inc.

For the agency named above:	Date
Signature and Title of the Agency Representative	

Return this Test Services Agreement via email to: [exams@donnoe.com](mailto:exams@donnoe.com)