**Paper Survey Pick Up Instructions**

Prior to requesting pick up for your surveys, please be sure to:

***√ Before***

***returning***

***surveys***

## Collect all questionnaires you anticipate collecting

* **Check that questionnaires are free from ink and other damage**

## Prepare them face-up in an orderly stack

* Complete lines 3, 4, 5,7, 8 and 9 of the Employer Identification Sheet
* **Place the Employer Identification Sheet on top of the stack of questionnaires**
* Package the questionnaires for pick up. As a courier service is used to pick up the surveys, please be sure to place in an envelope or box to ensure the surveys are not damaged during transportation.

Upon completion of your surveys, please send an email to [Employer.Services@kingcounty.gov](mailto:Employer.Services@kingcounty.gov) and provide the following information:

|  |  |
| --- | --- |
| Site Name and Branch |  |
| CTR ID Number |  |
| Name |  |
| Phone Number |  |
| Address to pick up surveys |  |
| Hours of Operation (Ex: 8 am – 4:30 pm) |  |
| Where surveys located (Ex: front desk, security) |  |
| Approximate size of package (Ex: envelope 200 surveys, box 700 surveys) |  |