

Paper Survey Pick Up Instructions

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

- 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 and attach the label with our address on it. (King County Metro, Roland Bautista, 201 S Jackson St MS: KSC-TR-0434, Seattle, WA 98104) 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

✓ ***Before
returning
surveys***

Upon completion of your surveys, please send an email to 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)	