

FFQ Cover Sheet

Please **ALWAYS** send this completed cover sheet with your FFQs when you are ready to send them for processing.

Did you conduct Quality Assurance (QA) on your FFQs? _____
(Please see below for QA Guidelines)

Project ID (3-letter code): _____

Project Contact Person: _____

Is this a change in Contact Person? _____

Contact Phone Number: _____

Contact Email: _____

Total number of FFQs sent for processing: _____

If there is a change of address please fill in new address below:

Quality Assurance Guidelines (taken from FFQ Information Packet)

- Do not fold FFQs.
- Remove staples, paperclips and all post-it notes.
- Fill circles in completely with a dark pencil. If completed in pen, cover panned marks in dark pencil.
- FFQs must not have frayed or curled edges.
- Do not erase mistake(s); instead use thin corrective tape. See QA guidelines within the web site (<http://ffq.fhcr>) for an example of the tape we recommend. If you are a new project, a sample of the tape will be enclosed with your first order of FFQs. Do not use corrective fluid or white out.
- Make no marks of any kind and do not use thin correction tape along the bottom or sides of the form.
- Do not burst (term for separating at the perforations) the FFQs. Send them intact.
- Labels can be used, but must be 1 inch from any side of booklet. Labels should be thin with no raised edges.
*Please contact us **before** you use labels.*