



Dear Client,

We are excited to announce that on December 18, 2017, the Chicago office of the National Restaurant Association will move to a new location. We will do everything in our power to ensure that our transition is as smooth as possible. Your help in shifting to our new address is vital and we appreciate your patience, understanding, and cooperation.

All ServSafe, ProStart and ManageFirst exam operations will be stationed at this new location. Starting on December 18, 2017, please return the Exam Information Form and answer sheets for grading to our new address:

National Restaurant Association  
233 S. Wacker Drive, Suite 3600  
Chicago, IL 60606-6383

Our phone number and primary email address will remain the same: 800-765-2122 and [ServiceCenter@restaurant.org](mailto:ServiceCenter@restaurant.org).

Any packets that are sent to our old address after our move will be redirected to the new address.

We look forward to serving you from our new office.

Sincerely,

National Restaurant Association



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# ManageFirst® Examination Information Form.

All copies made of this form must be as clear and dark as the original.

All required information in Sections 1 & 2 must be completed, or answer sheets will not be scored.



## Section 1 - Contact Information (REQUIRED)

Proctor name

Proctor number

Organization name

Mailing address for results and certificates (include suite, apt, floor, and company name if applicable)

Phone number

Email

## Section 2 - Exam Information (REQUIRED)

Examination form number

Course name

Number of answer sheets enclosed

Examination date

## Section 3 - Answer Sheet Information

Please paper clip your answer sheets to this form, and submit via traceable mail within 48 business hours of the exam date. Detailed instructions for submitting answer sheets for scoring and obtaining results are provided in the *ManageFirst Examination Administration Handbook*, which can be printed from the public documents section of the Instructor Resource area on our website at [ManageFirst.Restaurant.org](http://ManageFirst.Restaurant.org).

Mailing address: National Restaurant Association  
Attention: Service Center  
233 S. Wacker Drive, Suite 3600  
Chicago, IL 60606-6383

By submitting these answer sheets you, the proctor, acknowledge this exam was administered per the standards in the current version of this program's handbook. Please note any irregularities in the space below. (If additional space is needed, please include a letter of explanation along with this form.)

Approved ManageFirst Instructors can login on the Instructor Resources area of our website at [ManageFirst.Restaurant.org](http://ManageFirst.Restaurant.org) to access grade information within 3-4 business days of the National Restaurant Association's receipt of your class. The Association will not be held responsible for any deviation from the standard procedures outlined in the *ManageFirst Examination Administration Handbook* including, but not limited to, a failure to return answer sheets via in-route traceable delivery.

### Office Use Only

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