

The Alternate Format Request Form should be completed for requests for documents in alternative/accessible formats for persons with disabilities. It can be completed by the person requesting a document in an accessible format or a TDS employee or contractor making the request on another person's behalf. Requests can also be made by telephone at 416-923-4397. All Personal information on this form will be used solely to provide the requested accessible formats and communication supports to people with disabilities.

Date: \_\_\_\_\_

**Employee Information**

This form was completed by (if applicable):

Employee Name: \_\_\_\_\_

Phone/ext: \_\_\_\_\_

Email: \_\_\_\_\_

**Customer Contact Information**

Daytime contact information of person requesting the accommodation:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**How does the customer prefer to be contacted?**

Phone      Email      Regular Mail      Other: \_\_\_\_\_

**Type of Accommodation Requested:**

\_\_\_\_\_  
\_\_\_\_\_

## Alternate Format Request Form

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### Request for Alternative/Accessible document Format:

If a TDS Personnel document is required in an alternative/accessible format please provide the Name/Title of the document:

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Date Required: \_\_\_\_\_

Language Requested: English

French

### Alternative/Accessible Format or Communication Support Requested:

(Please include any specific technical needs)

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### Additional Information regarding the request or document:

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If you have any feedback to provide us about this form or our provision of accessible customer service, please contact us at **416-923-4397** and/or [tds@tdspersonnel.com](mailto:tds@tdspersonnel.com)

**Confidentiality Statement:** All personal information including information pertaining to the nature of an individual's disability will be kept confidential. Questions about this form should be directed to Managing Director, 1240 Bay Street, Suite 805, Toronto, Ontario, M5R 2A7 Telephone: 416-923-4397.