

TDS PERSONNEL

Alternate Format Request Form

TDS Personnel Inc. | 1240 Bay Street, Suite 805, Toronto, Ontario M5R 2A7 | T: 416-923-4397 | tdspersonnel.com

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 or a TDS employee/contractor on their behalf. Requests can also be made by phone at 416-923-4397. All personal information collected will be used solely to provide the requested accessible formats and communication supports.

GENERAL DETAILS

Date of Request:	
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EMPLOYEE INFORMATION (IF APPLICABLE)

Completed By:	
Employee Name:	
Phone / Ext:	
Email Address:	

CUSTOMER CONTACT INFORMATION

Name of Requestor:	
Mailing Address:	
Phone Number:	
Email Address:	
Preferred Contact Method:	☐ Phone ☐ Email ☐ Regular Mail ☐ Other

DOCUMENT & ACCOMMODATION REQUEST DETAILS

Document Name / Title Required:	
Date Required By:	
Language Requested:	☐ English ☐ French
Accessible Format / Support Requested:	(Please include any specific technical needs)
Additional Information / Notes:	

Confidentiality Statement: All personal information, including details regarding the nature of an individual's disability, will be kept strictly confidential.

Feedback & Inquiries: Questions regarding this form or accessibility feedback should be directed to the Managing Director, 1240 Bay Street, Suite 805, Toronto, Ontario, M5R 2A7 | Phone: 416-923-4397 | Email: tds@tdspersonnel.com