



## **Alternate Format Request Form and Communication Support Form**

The Township of Scugog is committed to providing information in a format that meets your needs. If you need information in an alternate format or require the assistance of a communication support, please use this form and let us know what format will work for you. We will do our best to support your communication needs.

Alternate formats could include, but are not limited to large print, colour contrast, electronic formats, text transcripts of visual and audio information or email.

Communication supports could include, but are not limited to plain language, having a staff member or volunteer read the written information aloud, and other supports that facilitate effective communication.

### **Requesters Information:**

In order to ensure the suitability of an accessible format or communication support provided, staff will need to consult with you or the individual making the request for guidance on how we can best meet your needs.

Name:

Address:

Email address:

Telephone:

Preferred communication method:

Email     Mail     Phone     In Person     Other

## **Alternate Document Information:**

Name of Document:

What alternate format do you want the document in, or communication support do you require?

## **Alternate Website Content Information:**

Please specify below if there is a specific content on a webpage you would like in an alternate format:

Website URL:

Details:

Date Information Required:

Thank you for your request. Let us know how we are doing, feedback is always welcome and appreciated.

