



Alternate Format Request Form and Communication Support Form

The Town of Parry Sound 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/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 number: _____

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'd like in an alternate format.

Website URL: _____

Details: _____

Date Information required: _____

Thank you for your request. Lets us know how we are doing? Feedback is always welcomed and appreciated.