



Accessible Formats and Communication Supports Request Form

What is your relationship with Bayview Flowers Inc?

<input type="checkbox"/> Customer	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Employee
<input type="checkbox"/> Visitor	<input type="checkbox"/> Other:	

Contact Information

Name:	
Employee #:	
Phone Number:	
Email Address:	

What type of company information do you require an accessible format or communication support for, to meet your accessibility needs?

<input type="checkbox"/> Information on company goods, services, or facilities	<input type="checkbox"/> Workplace information
<input type="checkbox"/> Job specific information	<input type="checkbox"/> Other:

Additional Comments:

Request Submission Date _____

Office Use Only

Accessible Format/Communication Support Provided: _____

HR Manager Signature

Completion Date

Please email the completed form to the Human Resources Department hr@bayviewflowers.com. The HR manager will contact you to identify and arrange for the provision of suitable accessible formats and communication supports to meet your accessibility needs in a timely manner.