



GARDINER ROBERTS

The AODA Customer Service Accommodation and Alternative/Accessible Format Request Form should be completed for accommodation requests for persons with disabilities including request for documents in alternative/accessible format and where the accommodation cannot be readily provided, advanced booking or approval is required, or where the appropriate accommodation is uncertain.

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

**STAFF INFORMATION**

This form was completed by:

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

Phone No: \_\_\_\_\_

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

**CUSTOMER CONTACT INFORMATION**

Daytime contact information of person requesting the accommodation.

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

Phone No: \_\_\_\_\_

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

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

How does the customer prefer to be contacted?

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

Type of Accommodation Requested:

\_\_\_\_\_

If accommodation is required for a service, meeting or event, please provide details:

Name of the service, meeting or event: \_\_\_\_\_

Location of the service, meeting or event: \_\_\_\_\_

## Request for Alternative/Accessible Document Format

If a Gardiner Roberts LLP document is required in an alternative/accessible format please provide the Name/Title of the Gardiner Roberts LLP document:

\_\_\_\_\_

Date accommodation or document is required: \_\_\_\_\_

**Alternative / Accessible Format requested:**

- Accessible Adobe Acrobat PDF
- HTML
- Electronic Text
- Audio Disk (CD)
- Large Print
- Other: \_\_\_\_\_

Please indicate any specific technical needs:

\_\_\_\_\_

Additional information regarding the request or document:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Customer/Client Signature:** \_\_\_\_\_

**Submitting Feedback:**

Customers/Clients can submit feedback verbally or by completing and forwarding this form to Ms. Talin Artinian:

Ms. Talin Artinian, Human Resources Manager  
 416-865-6735  
 tartinian@grllp.com  
 Bay Adelaide Centre – East Tower  
 22 Adelaide St West, Suite 3600  
 Toronto, ON M5H 4E3

*Confidentiality Statement: The privacy of customers will be respected. Personal information including information pertaining to the nature of their disability will be kept confidential and staff and others acting on behalf of Gardiner Roberts LLP will be informed on a need-to-know basis only.*