



Alternative Format Request Form

OZ-30004

The only official version of ONE CARE documents is the on-line version.

ONE CARE will provide any correspondence, invoices or documents available to the public in an alternative format upon request in accordance with our "Accessibility Standards for Customer Services and Use of Assistive Devices" Policy. The format will be mutually agreed upon and provided within ten business days unless otherwise agreed.

Alternate formats that should be considered by ONE CARE and the person with the disability will include, but are not limited to: staff reading the information to the individual, providing the information in large print or high contrast, providing the information in electronic form, providing the information in Braille.

Name of requestor:	
Address:	
Telephone:	
Email:	
Document(s) requested:	
Preferred format:	
Date of request:	
Comments:	
Name of staff receiving request:	

Completed request forms are to be forwarded to the leader responsible for Communications.