

SmartSimple Accessibility – Alternate Format Request Form

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1.0	SS_HRP_7	Chief Operating Officer	June 30 th , 2021	June 30 th , 2021	June 30 th , 2022

Statement

SmartSimple Software Inc (“**SmartSimple**”) is committed to providing accessible, quality services. Communications in alternate formats will be made available upon request within a reasonable time period in a mutually agreed upon format. Please complete and submit the below form by emailing hr@smartsimple.com or call 416-591-1668 to submit a request.

Format Note: the types of alternative formats available from SmartSimple may include:

- Large print
- Braille
- Email
- High contrast hard copy
- Audio

Privacy

Privacy Note: SmartSimple respects your privacy. We collect the following personal data to assist us in responding to, and completing your alternate format request. You are not required to complete fields marked as optional. For information on how we use and protect your data, please see our [Privacy Policy](#).

Form

First Name:

Last Name:

Date of Request:
Phone Number (optional):
Email:
Document or Communication Support Requested:
Preferred Format:
Additional Comments (optional):

CONFIDENTIAL