

# Language / Alternate Format Designation Form

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The purpose of this form is to gather information to help us serve you better.

## Kinds of Communication

I do not need written materials in a different format.

I need written materials in the following format:

Large Print: **This is 18 point font.**

Audiotape: Text is recorded on an audiocassette tape.

Braille: Written text is provided in Braille.

Electronic format: Written material saved as "plain text" on a CD-ROM.

Spoken: Written material is read aloud by a VCA employee, in person or over the phone.

I need a sign language interpreter.

Other (please explain)

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## Your Language

I speak English and read English and do not need help communicating with VCA.

I speak English, but I need help filling out paperwork.

I do not speak or read English, and I need written materials in:

Spanish

Other: \_\_\_\_\_

I have read this form, or it has been read to me.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

