



# Circulations: Online Application Form

Name of Contracting Party:		Date of Request:
Name of Individual Contact for the Contracting Party:		Email Address:
<b>Contact Information for Invoice and Receipt:</b>		
Mailing Address:		
City:	Province:	Postal Code:
Email Address:		Phone Number:
<b>All Requests Must:</b>		
<ol style="list-style-type: none"> <li>1. Submit for approval, a complete copy of circulation intended for distribution in Word format.</li> <li>2. Outline in the space provided the purpose of the circulation for distribution: (ex. Educational opportunity, Conference, Research project, Employment opportunity, etc.)</li> </ol>		
<b>Select method(s) of distribution and provide the required information. You may choose any combination of services. See the Fee Schedule below for details.</b>		
<input type="checkbox"/>	<b>1. For Distribution by Website Posting:</b> Content will be accessible for up to three months, as specified by contracting party. (See note below regarding posting dates.)  Posting Date: _____ End Date: _____	
<input type="checkbox"/>	<b>2. For Distribution by Broadcast E-Mail:</b> Content will be distributed up to three times if specified by the requesting applicant. (See note below regarding posting dates.)  Dates(s) of Distribution: <ol style="list-style-type: none"> <li>1. First distribution/posting date will occur within five days after receipt of payment.</li> <li>2. _____</li> <li>3. _____</li> </ol>	
		<b>Recipients:</b> <ul style="list-style-type: none"> <li><input type="radio"/> Both Speech-Language Pathologists and Audiologists</li> <li><input type="radio"/> Speech-Language Pathologists only</li> <li><input type="radio"/> Audiologists only</li> </ul>
<b>Note: Five business days</b> advance notice must be given. The CASLPM Office will make every effort to adhere to time frames requested by the Contracting Party, as administrative demands of the College allow.		
<b>Administration Fees Payable in Advance of Posting:</b>		
		Website posting only.....\$100.00 plus GST Website posting and email broadcast.....\$150.00 plus GST

For Office Use Only:		
Date Received	Approved	Registrar's Signature