



Circulations: Online Application Form

Name of Contracting Party:		Date of Request:
Name of Individual Contact for the Contracting Party:		Email Address:
Contact Information for Invoice and Receipt:		
Mailing Address:		
City:	Province:	Postal Code:
Email Address:		Phone Number:
All Requests Must:		
<ol style="list-style-type: none"> 1. Submit for approval, a complete copy of circulation intended for distribution in Word format. 2. Outline in the space provided the purpose of the circulation for distribution: (ex. Educational opportunity, Conference, Research project, Employment opportunity, etc.) 		
Select method(s) of distribution and provide the required information. You may choose any combination of services. See the Fee Schedule below for details.		
<input type="checkbox"/>	1. For Distribution by Website Posting: 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"/>	2. For Distribution by Broadcast E-Mail: Content will be distributed up to three times if specified by the requesting applicant. (See note below regarding posting dates.)	
Dates(s) of Distribution:		Recipients:
1. First distribution/posting date will occur within five days after receipt of payment.	<input type="radio"/> Both Speech-Language Pathologists and Audiologists	
2. _____	<input type="radio"/> Speech-Language Pathologists only	
3. _____	<input type="radio"/> Audiologists only	
Note: Five business days 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.		
Administration Fees Payable in Advance of Posting:		
		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