



## Accommodation Request Form

### Section A: Customer Information

Name:	Date:	
Street address:		
City:	State:	Zip:
Phone (Voice):	Phone (TTY):	Fax:
E-mail:		
<b>Disability Information (Check all that apply to the request for service):</b>		
<input type="checkbox"/> Visual <input type="checkbox"/> Hearing <input type="checkbox"/> Speech <input type="checkbox"/> Learning	<input type="checkbox"/> Cognitive/ Developmental <input type="checkbox"/> Dexterity <input type="checkbox"/> Mobility <input type="checkbox"/> Psychiatric	<input type="checkbox"/> Hidden disability <input type="checkbox"/> Temporary <input type="checkbox"/> Other:
<b>The Services are for:</b> <input type="checkbox"/> Myself <input type="checkbox"/> Someone else (describe/name)	<b>Type of Executive Express Service:</b>	

### Employee Receiving Request:

### Section B: Accommodation Information

<b>Briefly explain the primary limitations that prevent you from using services of Executive Express.</b>
<b>What accommodation(s) are you requesting?</b> (If you have a particular accommodation in mind, please describe it and include specific information.)  <input type="checkbox"/> <b>Not sure what I need</b>
<b>What's Next?</b> Thank you for taking time to complete this form. Executive Express will receive your information and forward your request to our Branch Manager for review. This person will discuss some or all of the information below to determine if a reasonable accommodation may be available. <ul style="list-style-type: none"><li>• Executive Express services you seek.</li><li>• Your limitations and proposed modifications to services provided by Executive Express.</li><li>• Whether there are grounds for modification of services.</li><li>• Medical documentation might be required.</li></ul> <p style="text-align: center;">Scan and email this form to <a href="mailto:info@executiveexpress.biz">info@executiveexpress.biz</a> or mail to: Executive Express 3358 Southway Drive St. Cloud, MN 56301 Feel free to contact us at 320-253-2226 if you have any questions.</p>