



CONGRATULATORY CERTIFICATES

The Town of Collingwood is committed to recognizing significant dates, occasions and contributions of individuals. Requests must be made at least three weeks in advance of the required date to allow for preparation of the Congratulatory Certificate.

REQUESTOR INFORMATION:

Date: _____

Name: _____

Phone Number: _____ Email Address: _____

Mailing Address: _____

- OCCASION TYPE**
- _____ Birthday _____ Anniversary (Business / Organization)
_____ Anniversary (Wedding) _____ Retirement
_____ Other

Date of Occasion: _____

RECIPIENT INFORMATION: (Name to appear on Certificate)

First: _____ Last: _____

Company: _____

Deadline Date (if different from occasion date): _____

COMPLETED CERTIFICATE:

Please provide mailing address or indicate if certificate will be picked-up at Town Hall or Other.

_____ Pick-Up _____ Mail _____ Other Mailing Address: _____

Please provide additional information regarding request:

Please return completed form including all additional information to
officeofthemayor@collingwood.ca or by fax to (705) 445-2448.