

Commercial Information Centre

Client Information Request Form

Date: _____

Name: _____

Business/Organization: _____

Profession: _____

Contact Information:

Tel: _____

Email: _____

Details of the Type of Information Required:

For Official Use Only

Sources Used for Information Request:

Monographs Periodicals Gazette

Vertical Files Internet

Reference Books Newspapers

Brochures Booklets

Other (please specify) _____

Was information adequately provided to the customer?

Yes

No

Was the request answered using CIC sources? Yes No

If no, where was request referred to? _____

Time spent on answering request for information _____

Remarks

Signature of attending officer _____