



5407 Eglinton Ave. W., Suite 105
 Toronto, On M9C 5K6
 Tel: 416-695-8737 TF: 1-877-620-6082
 Fax: 416- 695-0684
 E-mail: info@smartsERVE.ca
 Website: www.smartsERVE.ca

Cover Sheet

Revised March 2012

Please follow the instructions below carefully before submitting the tests. Any tests received by Smart Serve missing the information listed below **will be returned unprocessed.**

1. Only original tests are accepted (no photocopies)
2. A completed copy of this Cover Sheet must accompany the test(s)
3. Only one cover sheet per batch is required
4. All personal information including the date of birth must be provided on each test
5. The back of the test must be signed by the participant
6. Tests missing any of the above information **will be returned unprocessed**

Please allow 4-6 weeks for the results to arrive by mail. All results are returned to the facilitator and not the individual participant.

This section must be completed either by the owner/manager or the facility approved trainer.

I _____ confirm that the enclosed test(s) were written by the participants
 (Facilitator's name)
 whose name(s) appear on the front of the test (s). These tests were taken at the conclusion of viewing the DVD and completion of the workbook. *Any false information provided in this section may result in unprocessed tests and/or cancellation of certificates.*

Signed: _____ Print Name: _____

Title: _____ Date: _____

In this section provide the Liquor Licence/File Number of the organization name under which the certification kits were purchased directly from Smart Serve.

Liquor Licence/File# _____ DVD Tracking/Serial# _____
 (6 digit number found on the inside of the Training Kit Package)

Organization Name: _____

Number of Tests Enclosed: _____

MAILING ADDRESS FOR CERTIFICATES: (Please print) **We DO NOT send results to individual participants.**

Contact Name: _____ Liquor Lic/File#: _____

Organization: _____

Mailing Address: _____

City: _____ Prov.: _____ Postal Code: _____

Phone #: _____ Fax #: _____

E-mail: _____