


## Issuing of Letters or Forms

	<b>ALBERTA ADVANCE ACADEMY</b> 10435-76-Street-NW Edmonton, Alberta, Canada T6A-3B1	Phones: Off: -780-466-7733 Off: -780-757-3456 Fax: -780-485-0507
JSS@SHAW.CA	OfficeAAA@SHAW.CA	<a href="http://WWW.AAAED.CA">WWW.AAAED.CA</a>

**PLEASE BE NOTIFIED THAT for extra paperwork AAA charges the following:**

Regular paperwork will be provided free of charge.

**Issuing or filling of any forms or other paperwork that is not the usual duty of the Headway School staff, are subject to the following fees. Principal 780-951-6677**

### Customer Information:

Billing	Address	Delivery	Check One
Name:		Picked up	
Address:		To be picked up	
City/State/PIN		On Order	
Phone		Mail	

ਸੌਦਾ	Product Description	\$\$ Each	Amount
ਤਨਖਾਹ ਪਰਮਾਣ ਖਤ	Income Verification	<b>\$25.00</b>	
ਨਤੀਜਾ ਖਤ	Report Card/Transcript	<b>\$25.00</b>	
ਜਾਣਕਾਰੀ ਖਤ - ਵਿਦਿਆਰਥੀ	Reference Letter - Student	<b>\$25.00</b>	
ਜਾਣਕਾਰੀ ਕਾਰਡ	School ID Card	<b>\$25.00</b>	
ਜਾਣਕਾਰੀ ਖਤ - ਕਰਮਚਾਰੀ	Reference Letter – Staff	<b>\$100.00</b>	
ਇਮੀਗਰੇਸ਼ਨ ਖਤ	Immigration Letter	<b>\$100.00</b>	
ਕੰਮ ਪਰਮਾਣ ਖਤ	Work Verification Letter	<b>\$100.00</b>	
ਹੋਰ	Other		
ਤੀਜੇ ਬੰਦੇ ਨੂੰ ਭੇਜਣਾ	Sending it to the third party	<b>+\$100.00</b>	
		Subtotal:	
		<b>Grand Total:</b>	

**Notes: CASH Only if the student or employee no longer is at Headway School..**

CASH: \_\_\_ CHEQUE: \_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_