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ORDER FORM Wrongful Dismissal Report

Toll-free: 1-877-262-7762 Toll-free fax: 1-866-221-7972 Email: wdd@virtualassociates.ca

Date: _____
Name of Lawyer: _____ Your file reference: _____
Name of Staff Ordering Search: _____ Representing: employee or employer
Firm or Company: _____
Address: _____

Telephone No: () _____ Fax No: () _____
E-mail address for delivery of report: _____

SEARCH CRITERIA:

Age of Employee (at time of dismissal): _____
Job Title: _____ Type of Business: _____
Length of Service (at time of dismissal): _____

Size of Employer: Small (<25) Medium (25-100) Large (>100)

Position Classifications to be searched (more than one may be selected):

Upper Management	<input type="checkbox"/>	Professional	<input type="checkbox"/>	Sales	<input type="checkbox"/>
Middle Management	<input type="checkbox"/>	Technical	<input type="checkbox"/>	Sales Management	<input type="checkbox"/>
Lower Management	<input type="checkbox"/>	Clerical	<input type="checkbox"/>	Social Services	<input type="checkbox"/>
Foreman/Supervisor	<input type="checkbox"/>	Labourer	<input type="checkbox"/>		

Include Quebec cases*? Yes No

***Note:** *Quebec cases are based on the Civil Code and notice tends to be lower than common law provinces.*

SPECIAL CIRCUMSTANCES:

If you require additional research on whether a specific special circumstance warrants additional damages, call us directly for a quote.

SEARCH RESULTS:

Copies of all of the cases listed in the report via email (\$25.00 charge): Yes No

Urgent (1-4 hours) \$25.00 Rush service charge

CUSTOMIZED DEMAND LETTER/TERMINATION LETTER:

I require a customized Demand letter or Termination letter No charge applies, please complete page 2



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CUSTOMIZED DEMAND LETTER (ACTING FOR EMPLOYEE)

Employer name: _____

Employer mailing address: _____

Recipient's name: _____

Employee name: _____

Gender: M F

Was employee provided a termination letter? Yes No *If yes* Date of letter: _____

Was a severance package offered to the employee on termination? Yes No

Has just cause been alleged: Yes No

Was employee constructively dismissed? Yes No

Substantial changes in employment constituting constructive dismissal: _____

Employee's annual salary: \$_____

Was employee enticed from a previous employer? Yes No

If yes Name: _____ No. of yrs: _____

Bad faith (i.e. *Wallace*) damages: Yes No

Specific *Wallace* allegations: _____

Human rights violation: : Yes No

Specific human rights allegations: _____

CUSTOMIZED TERMINATION LETTER AND RELEASE (ACTING FOR EMPLOYER)

Employee name: _____

Employee mailing address: _____

Employer name: _____

Reason(s) for termination: _____

Is working notice being provided? Yes No

If yes Date of written notification: _____

Effective date of termination: _____

Name of supervisor to whom employee continues to report: _____

Is a severance package being offered? Yes No

If yes What amount of notice? _____ (specify weeks, months)

Employee's annual salary: \$_____

Is the Employer's Payroll over \$2.5 million per year? Yes No

Severance package will take the form of: Periodic payments Lump sum

Did employee have benefits at this employer? Yes No

List of company property to be returned by employee: _____