

Apostille Pros

Apostille, Authentication and Embassy Legalization Services

SERVICE ORDER FORM

Please include this form with your document(s) attached.


If completed by hand, please print clearly using only upper case/block letters.

Primary Contact Information				Ship to Address Complete if different to primary contact information			
Name:				Name:			
Company:				Company:			
Address:				Address:			
City:				City:			
State/Province:		ZIP/Postal Code:		State/Province:		ZIP/Postal Code:	
Country:				Country:			
Email:				Email:			
Tel:				Tel:			

DESCRIPTION OF DOCUMENT(S) SUBMITTED FOR APOSTILLE AND/OR EMBASSY LEGALIZATION							

Country/Embassy/Consulate where document(s) will be presented? (Required for processing)							
Number of documents to be legalized:		Date documents needed by:		Do you require translation? If YES, call for quote	YES	NO	

PAYMENT METHOD							
Check / Money Order / Cashier's Check (Payable to: Apostille Pros)	<input type="checkbox"/>	Credit Card	<input type="checkbox"/>	PayPal	<input type="checkbox"/>	Corporate Billing (Established Accounts)	<input type="checkbox"/>

CREDIT CARD INFORMATION							
Cardholder Name:				Credit Card N ^o	-	-	-
Expiration Date:	MM	/	YYYY	Card Type:	Visa	MC	AMEX
Security Code:				<small>Visa, MasterCard, and Discover: On the back of the card in the top-right corner of the signature box, enter the three-digit number following the credit card number. American Express: On the front of the card, enter the four-digit number on the right directly above the credit card number.</small>			
CC Billing Address:	Same as "Primary Contact Information."			Other:			
	Same as "Ship to Address"						
Total amount to be charged / debited:	\$				By signing below, I the authorized cardholder, agree to and authorize APOSTILLE PROS to charge my credit card the amount as indicated in the "Total Amount to be charged / debited" field for services rendered.		
Authorized Signature:							

Mail-In Address	Walk-In Address
Apostille Pros 1500 W. El Camino Ave #402 Sacramento, California 95833 Tel.: 1.866.338.8687 / 1.415.683.6994 Phone Support Hours: M-F 8:00 AM to 5:00 PM (PST)	Apostille Pros 2706 Harbor Blvd., Ste. 206 Costa Mesa, CA 92626 Costa Mesa Office: 1.949.335.5540 Hours: M-F 9:00 AM to 1:00 PM & 2:00 PM to 5:00 PM (PST)

APOSTILLE PROSSM SERVICE PRICING

California Expedited Apostille Service	Same-Day Expedited California Apostille Service	
	Price per document	\$ 95.00
<ul style="list-style-type: none"> • For orders with one document for apostille: add \$15.00 to the total for FedEx overnight return shipping within the continental US. • Free USPS Priority Mail return shipping (3 to 4 business days delivery) • Orders with two or more documents for Apostille: service includes free FedEx overnight return shipping within the continental US with a maximum package weight of 8oz. • NOTE: Additional FedEx fee applies to over size and over 12oz in weight packages. • Add \$35.00 to the total for domestic FedEx Saturday delivery. 		

U.S. Department of State Apostille & Authentications Service (Expedited seven business day turnaround)	Service for Federal Entity Documents USPTO, FDA, FBI, Military/U.S. Consulate Notarized		All other document types
	1 st document	\$195.00	\$355.00
	Each additional document ...	\$ 95.00	\$195.00
<ul style="list-style-type: none"> • Add \$100.00 for additional certification and handling requirement for U.S. District Court Documents • Service includes free FedEx overnight return shipping within the continental US. 			

Embassy/Consulate Legalization Service	Expedited Service Fee	
	Service fee per document	QUOTE
	State, U.S. State & Embassy/Consulate fee ...	QUOTE
<ul style="list-style-type: none"> • Call or email us for complete pricing for embassy/consulate legalization as fees vary by individual embassies and consulates. • Service includes free FedEx overnight return shipping within the continental US. 		



Expedited Document Retrieval Service	Document Type	Service Fee
	CA entity documents	\$145.00
	CA certified copy of divorce decree	\$145.00
<ul style="list-style-type: none"> • Add \$15.00 to the for FedEx overnight return shipping within the continental US. 		

Certified Translation Service	Price per page	Call or email for quote
<ul style="list-style-type: none"> • Price varies depending on length and complexity of document • Email scanned file to info@apostillepros.com • Add \$15.00 to the total for FedEx overnight return shipping within the continental US. 		

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National Toll-Free Hotline: +1(866) 338-8687 National Toll-Free FAX:+1(888) 270-7926	

*** WE SHIP WORLDWIDE VIA FEDEX ***

Apostille service for documents notarized and/or official public issued in the following countries:

Apostille & Authentication Service			
Apostille & Embassy Legalization Service for Documents Issued or Notarized from the Following Countries		Document Type	Service Fee per Document
	Mexico	Apostille of certificates from public administrations, civil registry offices, ministries, courts, notaries.	\$395.00
		Procurement of Birth, Death, and Marriage Certificates w/Apostille	\$395.00
		Procurement of Divorce Decree w/ apostille	\$495.00
	Germany	Apostille of certificates from public administrations, civil registry offices, ministries, courts, notaries.	\$495.00
		Procurement of Birth, Death, and Marriage Certificates w/ Apostille	\$675.00
		Procurement of Divorce Decree w/ Apostille	\$675.00
	United Kingdom	Apostille of certificate from civil registry offices, ministries, courts, notaries	\$495.00

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<p>Apostille Pros 1500 W. El Camino Ave #402 Sacramento, California 95833 Tel.: 1.866.338.8687 / 1.415.683.6994 Phone Support Hours: M-F 8:00 AM to 5:00 PM (PST) Email: info@apostillepros.com</p>	<p>Apostille Pros 2706 Harbor Blvd., Ste. 206 Costa Mesa, CA 92626 Costa Mesa Office: 1.949.335.5540 Business Hours: M-F 9:00 AM to 5:00 PM (PST) Closed for lunch: 1:00 PM to 2:00 PM Email: info@apostillepros.com</p>

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APOSTILLE PROSSM DOCUMENT MAIL-IN ADDRESS

1. Complete our Apostille Pros Order Form:
http://www.apostillepros.com/ApostillePros_Order_Form.pdf
2. Mail your completed order form along with your document(s) to our processing center:

Apostille Pros

1500 W. El Camino Ave #402
Sacramento, CA 95833

Tel: 1.415.683.6994 / 1.866.338.8687

Fax: 1.888.270.7926

SAME-DAY PROCESSING*^{1, 2}

***1. Applies to documents notarized in California and for official CA State/County issued certified records.**

***2. Applies to documents received by 11:00 AM**

3. After completion of processing, documents are dispatched to the address indicated on the completed service order form.

APOSTILLE PROSSM WALK-IN SERVICE LOCATION

You are welcome to stop by our full-time, fully staffed office to drop off your documents and for complimentary notary service for any document requiring notarization before Apostille or Embassy Legalization. We are located at:

Apostille Pros, Costa Mesa

2706 Harbor Blvd., Ste. 206
Costa Mesa, CA 92626

Tel: 1.949.335.5540 Fax: 1.888.270.7926

Business Hours

M - F 9:00 AM to 5:00 PM

Closed for lunch 1:00 PM to 2:00 PM

Feel free to contact us with any question at 1.866.338.8687 or via email: info@apostillepros.com

Website: www.apostillepros.com