

SERVICE ORDER FORM

Include page one of this form with your document(s) attached.
Print clearly using **UPPER CASE/BLOCK LETTERS**.

Primary Contact Information				Ship to Address <small>Complete if different to primary contact information</small>			
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


The Destination Country/Embassy/Consulate where the document(s) will be presented? (Required for processing)

Total Number of documents to be legalized:		Date you require your document(s) back by:		Do you require translation? <small>If YES, call for quote</small>	YES	NO
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PAYMENT METHOD

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

Cardholder Name:		Credit Card N ^o	-		-		-	
Expiration Date:	/	Card Type:						
	<small>MM</small>		<small>YYYY</small>	<small>Visa</small>	<small>MC</small>	<small>AMEX</small>	<small>Disc</small>	
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:					
Total to be charged (including the return shipping fee)	\$	Same as "Ship to Address"		<small>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.</small>				
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	
	California Apostille	\$ 95.00 each
<ul style="list-style-type: none"> FedEx Domestic overnight return shipping for orders of one Apostille: add \$15.00 to the total. Domestic USPS Priority Mail return shipping (3 to 4 business days delivery) is included for orders of one Apostille. Orders for two or more Apostilles: service includes free Domestic FedEx overnight return shipping (maximum package weight of 8oz. NOTE: An additional FedEx fee applies to over size and/or package weight in excess of 12oz. Add \$35.00 to the total for Domestic FedEx Saturday delivery. 		

U.S. Department of State Apostille / Authentication Service <small>(Expedited seven business day turnaround)</small>	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 Domestic FedEx overnight return shipping. 			

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 Domestic FedEx overnight return shipping. 		

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 total the for the Domestic FedEx overnight return shipping. 		

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 the document Email scanned a file to info@apostillepros.com Add \$15.00 to the total for the Domestic FedEx overnight return shipping. 		

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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			
		Document Type	Service Fee per Document
Apostille & Embassy Legalization Service for Documents Issued by or Notarized in the Following Countries			
	Mexico	Apostille of certificates from public administrations, civil registry offices, ministries, courts, notaries.	\$495.00
		Procurement of Birth, Death, and Marriage Certificates w/Apostille	\$495.00
		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 SERVICE 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

(This is a mail-in address only - walk-in service at this location is not available.)

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 official certified records.**

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

APOSTILLE PROSSM WALK-IN SERVICE LOCATION

If you are local to Costa Mesa, California, feel free to stop by anytime Monday through Friday between 9:00 AM to 1:00 PM and 2:00 PM to 5:00 PM to drop-off your documents for Apostille / Embassy Legalization. We offer complimentary notary service for documents requiring Apostille / Embassy Legalization.

We're located at:

Apostille Pros, Costa Mesa

2706 Harbor Blvd., Ste. 206

Costa Mesa, CA 92626

(Cross Street: Adams Avenue)

Tel: 1.949.335.5540 Fax: 1.888.270.7926

Business Hours

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

We're closed for lunch between 1:00 PM to 2:00 PM

We're closed all weekends and holidays.

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

Website: www.apostillepros.com