

# Apostille Pros

Apostille, Authentication and Embassy Legalization Services

## SERVICE ORDER FORM

DATE:

Month

Day

Year

### PRIMARY CONTACT INFORMATION

### RECIPIENT ADDRESS

Complete if different to primary contact information

NAME / COMPANY:

NAME / COMPANY:

ADDRESS

SHIP TO ADDRESS:

COUNTRY:

COUNTRY:

EMAIL:

EMAIL:

TEL:

TEL:

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

COUNTRY WHERE YOUR DOCUMENTS ARE TO BE USED?

TOTAL N<sup>o</sup> OF DOCUMENTS:

DATE DOCUMENTS NEEDED BY:

DO YOU REQUIRE TRANSLATION?  
If YES, call for quote

YES

NO

### PAYMENT METHOD

CHECK / MONEY ORDER / CASHIER'S CHECK  
(MADE PAYABLE TO: APOSTILLE PROS)

CREDIT CARD

PAY PAL

GOOGLE CHECKOUT

### CREDIT CARD INFORMATION

CARDHOLDER NAME:

CREDIT CARD N<sup>o</sup>:

SECURITY CODE

**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.



EXPIRATION DATE:

MM

/

YYYY

CARD TYPE:

BILLING ADDRESS:

TOTAL AMOUNT TO BE CHARGED:

\$

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" field for services rendered.

CARDHOLDER SIGNATURE:

# Apostille Pros

Apostille, Authentication and Embassy Legalization Services

## SERVICE PRICING

<b>Apostille</b>	<b>Expedited service</b>	
	1 <sup>st</sup> document .....	\$175.00
	Each additional document .....	\$ 95.00
<ul style="list-style-type: none"> <li>• Pricing is all-inclusive of local &amp; state government fees</li> <li>• Call or email for quote on Adoption papers</li> <li>• FedEx overnight return shipping within the U.S.</li> </ul>		

<b>U.S. Department of State Authentications</b> (Expedited 4 - 5 business days turn around)	<b>Federal entity documents such as USPTO, FDA Secretary of State Certified Documents</b>		<b>All other documents</b>
	1 <sup>st</sup> document .....	\$275.00	\$355.00
	Each additional document .....	\$175.00	\$275.00
<ul style="list-style-type: none"> <li>• Includes state processing &amp; all government fees</li> <li>• FedEx overnight return shipping included within the U.S.</li> </ul>			

<b>Embassy Legalization</b>	<b>Complete Chain of Authentication Expedited processing: up to 14 business days</b>		<b>Standard 30 business days service</b>
	1 <sup>st</sup> document .....	\$495.00	\$355.00
	Each additional document .....	\$355.00	\$275.00
<ul style="list-style-type: none"> <li>• Includes state processing &amp; all government fees</li> <li>• Commercial documents for intended use in some Mid-East countries require additional fees – please call or email us for fees</li> <li>• Call for quote for Commercial Invoice &amp; Certificate of origin</li> <li>• FedEx overnight return shipping included within the U.S.</li> </ul>			

<b>Certified Translation</b>	Price per page .....	Call or email for quote
<ul style="list-style-type: none"> <li>• Price varies depending on length and complexity of document</li> <li>• Fax documents to: (714) 369-8361 or email scanned file to: info@apostillepros.com</li> </ul>		

TOLL FREE WITHIN THE U.S.: 1.866.338.8687  
 SOUTHERN CALIFORNIA OFFICE: 1.949.335.5540  
 NORTHERN CALIFORNIA OFFICE: 1.415.683.6994

EMAIL: [INFO@APOSTILLEPROS.COM](mailto:INFO@APOSTILLEPROS.COM)

## Apostille Pros Contact Information

### Option 1: Mail in your document(s)

1. Complete our Apostille Pros Order Form: [http://www.apostillepros.com/ApostillePros\\_Order\\_Form.pdf](http://www.apostillepros.com/ApostillePros_Order_Form.pdf)
2. Mail the completed order form along with your **original** and/or copy certified document(s) to either one of the following address:

**Southern California**  
**Apostille Pros**  
**2706 Harbor Blvd., Ste. 206**  
**Costa Mesa, CA 92626**  
**Tel: 1.949.335.5540**  
**Fax: 1.714.369.8361**

**Northern California**  
**Apostille Pros**  
**400 Oyster Point Blvd., Ste. 450**  
**South San Francisco, CA 94080**  
**Tel: 1.415.683.6994**

- Documents such as Power of Attorney, Affidavits, Copy Certification, Declarations etc. require notarization prior to Apostille processing – call or email us prior to mailing your documents to check for notarization requirements.
- It is recommended that you use FedEx, UPS, DHL or any mail service with a tracking number when mailing documents to us.
- After completion of Apostille processing, your document(s) will be shipped back to you via FedEx/DHL/Express Mail to the address indicated on your order form.

### Option 2: Stop by one of our full-time fully staffed offices

You are welcome to stop by either one of our full-time, fully staffed offices, we accept walk-in service and we provide complimentary Notary Public service:

**Southern California**  
**Apostille Pros**  
**2706 Harbor Blvd., Ste. 206**  
**Costa Mesa, CA 92626**  
**Tel: 1.949.335.5540**  
**Fax: 1.714.369.8361**  
**Hours: 10:00AM-6:00PM M-F**

**Northern California**  
**Apostille Pros**  
**400 Oyster Point Blvd., Ste. 450**  
**South San Francisco, CA 94080**  
**Tel: 1.415.683.6994**  
**Hours: 9:30AM-5:30PM M-F**

**Toll Free: 1.866.338.8687**

### Option 3: By appointment only

Our Beverly Hills office is dedicated to providing our clients who require legal services, the utmost in confidentiality and security – special arrangement can be made by first calling our toll free number: 1.866.338.8687

**Apostille Pros**  
8665 Wilshire Blvd., Ste. 410  
Beverly Hills, CA 90211  
Toll Free: 1.866.338.8687  
Office Hours: Monday - Friday (8:30am-5:30pm).

Feel free to contact us with any questions at 1.866.338.8687 or via email: [info@apostillepros.com](mailto:info@apostillepros.com)  
**Website:** [www.apostillepros.com](http://www.apostillepros.com)