# **Service Order Form**

Expedited Document Legalization | | Corporate Filing & Retrieval | | Certified Translation



# **Primary Contact Information**

# Name: Name: Company: Company: Address: Address: City: City: State/Province: Zip Code: State/Province: Zip Code: Country: Country: Email: Email: Daytime Tel: Daytime Tel:

**Return Shipping Address** 

Complete If different to primary contact information

## **Apostille Request - Document Information**

| Document Title / Individual Named in Vital Records     | Qty | Name of the Country/Embassy/Consulate to which the document(s) will be presented? |
|--|-----|---|
|  |     |   |
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|  |     |   |
|  |     |   |
| Total number of Apostilles or Legalizations submitted: |     | Date documents needed by:   |

## For Business/Entity Records Procurement, Entity Record Order Information

| Entity Name                 |  | State of<br>Incorporation/Registration | Entity Number |     |
|-----------------------------|--|--|---------------|-----|
|                             |  | DE CA                                  |               |     |
| Document Title              |  |  | Date Filed    | Qty |
|                             |  |  |               |     |
|                             |  |  |               |     |
|                             |  |  |               |     |
|                             |  |  |               |     |
| Apostille/Legalize?  Yes No | If Yes, Destination Country/Consulate: |  |               |     |

Courier Service/Mail-in Address Apostille Pros 3230 Arena Blvd., Ste. 245-427 Sacramento, CA 95834 Tel.: 1.866.338.8687 / 1.415.683.6994 M-F 9:00 AM to 5:00 PM (PST) Walk-in Address

Apostille Pros 2706 Harbor Blvd., Ste. 206 Costa Mesa CA 92626 Tel: 1.949.335.5540 M-F 9:00 AM to 5:00 PM (PST) Include this form with your document(s) attached.

Print clearly using only UPPER CASE/BLOCK LETTERS.

#### **Translation Request - Call or Email for Quote**

| Document Title  |   | Target Language  |  | Destination Country   |  |  |
|---|---|--|--|---|--|--|
|   |   |  |  |   |  |  |
|   |   |  |  |   |  |  |
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|   |   |  |  |   |  |  |
| Apostille/Legalize the Translation(s)?  | If Yes, Destination Country:              |  |  |   |  |  |
| Yes No  |   |  |  |   |  |  |
| Apostille/Legalize the Original Document(s)?  | t(s)? If Yes, Destination Country:        |  |  |   |  |  |
| Yes No  | ,   |  |  |   |  |  |
|   |   |  |  |   |  |  |
| Special Services  |   |  |  |   |  |  |
| Do you require a scanned copy of your   | If Yes, Email to:                         |  |  |   |  |  |
| document(s)?  | 0   |  |  |   |  |  |
| Yes No  | 2   |  |  |   |  |  |
| + \$20.00 fee per document  | 3   |  |  |   |  |  |
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| For Documents Destined for Middle Eastern Do you require a US-Arab Chamber of Comm  | I I VAS I I NO                            | Please include an additional \$1   | 195.00 per docume                            | ent certification fee to the total.   |  |  |
| Do you require a do Paras chamber of comm   | icioc oci anoution.                       |  |  |   |  |  |
| Payment Method  |   |  |  |   |  |  |
| Check/Money Order: Credit Can   | rd: PayPal:                               | Invoice for secure payment   | online:                                      | porate Billing: Western Union   |  |  |
| Payable to <b>Apostille</b> Enter Infor   | rmation A payment link is emailed         | An Invoice is emailed with li  | nk for Esta                                  | ablished  |  |  |
| Pros, Inc. below  | upon receipt of your order                | payment online   | acco   | ounts Wire Transfer   |  |  |
|   |   |  |  |   |  |  |
| Credit Card Info  |   |  |  |   |  |  |
| Credit Card Info  Visa Mastercard Discove   | r AMEX                                    | Visa, MasterCard, and Discove  |  | American Express:   |  |  |
|   | r AMEX                                    | Visa, MasterCard, and Discove On the back of the card in the tof the signature box, enter the    | op-right corner                              | American Express: On the front of the card, enter the four-digit number on the right directly   |  |  |
| Visa Mastercard Discove   | r AMEX                                    | On the back of the card in the t   | op-right corner<br>three-digit               | On the front of the card, enter the   |  |  |
| Visa Mastercard Discove   | r AMEX                                    | On the back of the card in the to of the signature box, enter the                                | op-right corner<br>three-digit               | On the front of the card, enter the four-digit number on the right directly   |  |  |
| Visa Mastercard Discove   | r AMEX                                    | On the back of the card in the to of the signature box, enter the                                | op-right corner<br>three-digit               | On the front of the card, enter the four-digit number on the right directly above the credit card number.   |  |  |
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| Visa Mastercard Discove  Card Holder Name:  Credit Card No:   |   | On the back of the card in the tof the signature box, enter the number following the credit ca   | op-right corner<br>three-digit               | On the front of the card, enter the four-digit number on the right directly above the credit card number.  AMERICAN EXPRESS   |  |  |
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| Card Holder Name:  Credit Card No:  Expiration Date:  /   | le:                                       | On the back of the card in the tof the signature box, enter the number following the credit ca   | op-right corner<br>three-digit               | On the front of the card, enter the four-digit number on the right directly above the credit card number.  AMERICAN EXPRESS   |  |  |
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| Credit Card No:  Expiration Date: / Credit Card Billing Address Same as "Primary Contact information" Enter "Other" Billing Address:  | le:  Same as "Return Shipping Address"    | On the back of the card in the tof the signature box, enter the number following the credit ca   | op-right corner<br>three-digit               | On the front of the card, enter the four-digit number on the right directly above the credit card number.  AMERICAN EXPRESS   |  |  |
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| Card Holder Name:  Credit Card No:  Expiration Date: / Credit Card Billing Address  Same as "Primary Contact information" Enter "Other" Billing Address:  Other Special Instructions/Request: | le:  Same as "Return Shipping Address"  S | On the back of the card in the to of the signature box, enter the number following the credit ca | Total amount to b                            | On the front of the card, enter the four-digit number on the right directly above the credit card number.  AMERICAN EXPRESS  5555  De charged: all the applicable return shipping fee |  |  |

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