

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)	
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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

<input type="checkbox"/> 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>
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CREDIT CARD INFORMATION

Cardholder Name:		Credit Card N ^o	
Expiration Date:	/	Card Type:	
	MM		YYYY
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.
CC Billing Address:	<input type="checkbox"/> Same as "Primary Contact Information." <input type="checkbox"/> Same as "Ship to Address"		Other:
Total to be charged (including the return shipping fee)	\$	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 9:00 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 5:00 PM (PST)

APOSTILLE PROSSM SERVICE PRICING

California Expedited Apostille Service	Expedited California Apostille Service	
	California Apostille	\$ 105.00 each
<ul style="list-style-type: none"> Add \$35.00 to your order total for FedEx Domestic overnight return shipping. NOTE: An additional FedEx fee applies to over size and/or package weight in excess of 12oz. Add \$55.00 to the total for Domestic FedEx Saturday delivery. Add \$15.00 per apostilled document of up to 10 pages each for scanning & emailing requests. Apostilled documents with more than 10 pages each carry an additional scanning & emailing fee of \$1.00 per page beyond the first 10 pages. 		

U.S. Department of State Apostille / Authentication Service	Service for Federal Entity Documents USPTO, FDA, FBI, Military/U.S. Consulate Notarized		All other document types
	1 st document	\$195.00	\$295.00
	Each additional document ...	\$125.00	\$225.00
<ul style="list-style-type: none"> Add \$100.00 for additional certification and handling requirement for U.S. District Court Documents Add \$35.00 to your order total for FedEx Domestic 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. Add \$35.00 to your order total for FedEx Domestic overnight return shipping. 		

Expedited Document Retrieval Service	Document Type	Service Fee
	CA entity documents	\$ 55.00
	CA certified copy of divorce decree	\$195.00
<ul style="list-style-type: none"> Add \$35.00 to your order total for FedEx Domestic 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 files to info@apostillepros.com Add \$35.00 to the total the for the Domestic FedEx overnight return shipping. 		

Mail-In Address	Walk-In Address
<p>Apostille Pros 1500 W. El Camino Ave #402 Sacramento, California 95833 Tel.: 1.415.683.6994 Phone Support Hours: M-F 9:00 AM to 5:00 PM (PST) Email: richard@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) Email: dean@apostillepros.com</p>
<p>National Toll-Free Hotline: +1(866) 338-8687 National Toll-Free FAX: +1(888) 270-7926</p>	

*** WE SHIP WORLDWIDE VIA FEDEX ***

APOSTILLE PROSSM DOCUMENT MAIL-IN SERVICE ADDRESS

1. Complete our Apostille Pros Order Form:
<https://www.apostillepros.com/order-form/>
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

EXPEDITED 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 5:00 PM to drop-off your documents for Apostille / Embassy Legalization. We offer 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 all weekends and holidays.

Feel free to contact us with any questions at 1.866.338.8687

Website: www.apostillepros.com