



Please fill out this Service Order and email or mail it to us along with your documents to:

NOTARY & APOSTILLE SERVICE, INC.

409 44th Street

COPIAGUE, NY 11726-1009

1-866-518-5115 Ext 1

SERVICES ORDER FORM

Today's Date *		City/Town, State	
Your Name *		Country, Postal Code, Index	
Company (optional)		Daytime Phone (country & area code) *	
Ship to Street Address *		Cell Phone (country & area code)	
Address line 2		Email address for problems & updates*	

COUNTRY DOCUMENTS WILL BE USED IN

Country document(s) will be used in *	Number of Apostille or Consulate/Embassy Legalizations Required *
Type of document(s) and or name on the document(s)	1. 3.
	2. 4.

SERVICES (select all that's required)

Document Retrieval \$95 + document fee \$35 each, Traveling Mobile Notary Public (\$2 for each notary stamp plus the Courier Service fee below)
 Mobile Notary/Personalized Courier Service travel fee/ delivery of documents cost \$25 plus \$3 x ___ miles from Copiague, NY to your Location \$ ___
 Translations (\$45; a page of 250 words), plus **Certified** (\$20)/doc, Notary & USPS mailing of original document (\$20), Translate to:

APOSTILLE SERVICES (please select below if required) Time start following day of receipt

NY RUSH Same Day - \$260, **Next Day** - \$220, **3 Days** - \$200, **5 Days** - \$99, All Additional Apostille document: \$65 each x ____, Total \$ ___
 Any State other than NY Documents - \$260, plus \$25 fee for each additional document from AZ, MD, NJ, NV, OK, PA, CT, DE, LA, SD, WA 8 business days

NEW YORK CONSULATE LEGALIZATION SERVICES (please select one and a option below if required)

NY Consulate RUSH Same Day - \$200, **Next Day** - \$130, plus Consulate Fee*: _____, Service fee for additional documents: \$20 each x _____
 New York Consulates: China, Egypt, Lebanon, Taiwan, Thai land, Philippines, Vietnam. Consulate expedited service fee is not included

WASHINGTON, DC EMBASSY SERVICES or US Department of State - USDOS (Federal Apostille, FBI, Free Sale, etc.)

Washington DC RUSH Service - \$260, **5 Days** - \$249, **USDOS 5 Days** - \$218, **USDOS 9-Days** \$99, **Additional document fee: \$65 each**

POSTAL - MAIL SERVICE (please select one) Fedex, DHL & UPS price depends on the address & country of destination

FedEx Overnight - USA Only - \$40 Extra), **FedEx International Shipping**. To calculate your shipping cost go to <http://fedex.com> or select below
 USPS First Class USA .60 ¢, **Priority USA** \$10, **USPS Express USA** (\$26), **USPS International Shipping** \$36 6-10 day, \$67 3-5 days

Traveling - Mobile Notary Public Service

Personalized Courier Service for mobile notary travel fee or delivery of documents cost \$25 plus \$3 x ___ miles from Copiague, NY to your Location
 Check or Money Order For other paying options go to <https://nynotaryforyou.com/pay.html> **Total Paid:**
 Make Check or Money Order payable to "Notary & Apostille Service, Inc." & place check or money order inside your package.

Additional Information: _____

Please note that service on your documents will only start upon full payment of all service fees. Credit Cards are processed via Stripe.com with at with a 2.75% convenience fee
 The service provided is subject to the Terms & Conditions that can be found on <https://nynotaryforyou.com/terms-conditions.html>

***** For Office Use Only *****

Recvd on: ___20__	USPS, FedEx, UPS, DHL,	Tracking in:	# of Docs Recvd:
Order/Invoice #:	Paid by: Stripe <input type="checkbox"/> , PayPal <input type="checkbox"/> , Check <input type="checkbox"/> , Money Order <input type="checkbox"/> , Wire <input type="checkbox"/> , Other		Process Completed on: ___20__

Date:	To Location:	Anticipated Return Date	Returned:
Date:	To Location	Anticipated Return Date	Returned:
Returned to client by: Hand Delivery, USPS, FedEx, UPS, DHL on ___20__ Tracking #:			Delivered: ___20__

Our processing time does not include Consulate processing time. *Consulate & Embassy cost are subject to change. If you have a question you can call us: USA 1-866-518-5115, outside the US +1-718-569-7422, WhatsApp or email us at: support@nynotary4u.com Please provide a prepaid Fedex air bill or include postage to cover the cost of returning or forwarding your documents to another person or agency. Certified Translations that are not notarized can be emailed at no additional cost. This Online form works best in Internet Explorer 9 and was created using Acrobat 9 Standard, if you have a problem filling out this form online; save form to your hard drive & fill-in form separate from your internet browser. Also, please check for an update to your acrobat program for any other issues. Form updated on: 10/30/2018