

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

**NOTARY & APOSTILLE SERVICE, INC.**

**409 44<sup>th</sup> Street**

**COPIAGUE, NY 11726-1009**

**1-866-518-5115 Ext 1**



## Service Order Form

Today's Date *		
Your Name *		
Company (optional)		
Ship to Street Address *		
City/Town, State		
Country, Postal Code		
Daytime Phone (country & area code) *		
Cell Phone (country & area code)		
Email address for Courier Delivery updates*		
<b>COUNTRY OF USE / DOCUMENTS BEING SENT</b>		
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.	
	2.	
	3.	
<b>SPEED OF SERVICES (please select only one) *</b>		
<input type="checkbox"/> RUSH Same Day - \$200 <input type="checkbox"/> 3 Days - \$125 <input type="checkbox"/> 5 Days - \$90 New York State by Mail Only no pick-up <i>(Additional document \$90)</i>		
<input type="checkbox"/> Same Day / Next Day \$175 <i>(This includes all other states Except NV, CT, DE, LA 5 to 10 days business days)</i>		
<b>TYPE OF SERVICE (select all that's required)</b>		
<input type="checkbox"/> Apostille <input type="checkbox"/> Embassy Legalization <input type="checkbox"/> Courier Service <input type="checkbox"/> Document Retrieval <input type="checkbox"/> Mobile Notary Public <input type="checkbox"/> Translation		
<b>POSTAL - MAIL SERVICE (please select one)</b>		
<input type="checkbox"/> FedEx Overnight - USA Only (\$25) <input type="checkbox"/> FedEx International Shipping <input type="checkbox"/> DHL                    Fedex, DHL & UPS price depends on the country		
<input type="checkbox"/> USPS Priority USA W/Signature (\$10 Extra) <input type="checkbox"/> USPS Express USA (\$25 Extra) <input type="checkbox"/> USPS International Shipping (\$61 Extra) 3-5 days		
<input type="checkbox"/> Check / Money Order <input type="checkbox"/> For other paying options go to <a href="https://nynotaryforyou.com/pay.html">https://nynotaryforyou.com/pay.html</a>		
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.			
The service provided is subject to the Terms & Conditions that can be found on <a href="https://nynotaryforyou.com/terms-conditions.html">https://nynotaryforyou.com/terms-conditions.html</a>			
<b>*** For Office Use Only ***</b>			
Rcvd on: ____20__	USPS, FedEx, UPS, DHL, Tracking in:	# of Docs Rcvd:	
Order/Invoice #:	Paid by: Stripe, PayPal, Check, Money Order, Wire, 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__

If you have Questions you can call us: USA 1-866-518-5115, outside the US +1-718-569-7422 or email us at: [support@nynotary4u.com](mailto:support@nynotary4u.com)  
 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 separate from your internet browser., Also, please check for an update to your acrobat program for any other issues. Form: 03/26/2017