



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

SERVICE 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 Documents *
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APOSTILLE SERVICES (please select below if required)

This line for NYS Only. The first document is \$295 for NY RUSH Same Day, \$200 for 2 Days, or \$175 which will take up to 3 Business Days
 If you have more than 1 document, each *additional document* is: \$75 x _____, Total \$ _____
 Any State other than NY Documents - \$295, plus \$75 fee for each *additional document* from AZ, MD, NJ, NV, OK, PA, CT, DE, LA, SD, WA 8 business days

MARRIAGE RECORD RETRIEVAL

NYC Document Retrieval Courier Service \$150 + \$35 for each document fee requested

or PERSONALIZED COURIER SERVICE

Personalized Courier Service is for pick up or delivery of documents or for mobile notary service
 The travel fee is the **BASE RATE** (See rate below) plus \$3 x the number of miles _____ from Copiague, NY to your Location

MOBILE NOTARY PUBLIC SERVICE

The Notary Public Stamp is (\$2 for each notary stamp plus the *Courier Service* fee above)

Please make sure you include a pre-paid envelope or additional funds to have your document returned or forwarded

PAY HERE

Invoice 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__	Paid by: Check <input type="checkbox"/> , Money Order <input type="checkbox"/> , PayPal <input type="checkbox"/> , QB <input type="checkbox"/> , Stripe <input type="checkbox"/> , SQ <input type="checkbox"/> , Wire <input type="checkbox"/> , Other _____	Process Completed on: _____, 20__
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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: 12-7-2019