

Apostille Service ORDER FORM

1. Tier One - Standard Apostille - £59.99 + VAT (£65.99)

| TYPE OF DOCUMENT | No. | TYPE OF DOCUMENT | No. |
|---|--------------------------|---|--------------------------|
| Birth-Death-Marriage certificates | <input type="checkbox"/> | Power of Attorney signed by your solicitor | <input type="checkbox"/> |
| Certificate of no impediment | <input type="checkbox"/> | Company documents - M&A, Minutes etc. | <input type="checkbox"/> |
| Court stamped documents (decrees, wills, etc) | <input type="checkbox"/> | Companies House certificates | <input type="checkbox"/> |
| Document witnessed by solicitor or notary | <input type="checkbox"/> | Certificate of incorporation or name change | <input type="checkbox"/> |
| Criminal Record Checks | <input type="checkbox"/> | HM Revenue & Customs letters | <input type="checkbox"/> |
| Disclosure Scotland documents | <input type="checkbox"/> | Other document _____ | <input type="checkbox"/> |
| Subject Access Reports and Police letters | <input type="checkbox"/> | _____ | <input type="checkbox"/> |

2. Tier Two - Solicitor Certification & Apostille - £79.99 + VAT (£89.99)

Our solicitor will certify a copy of your document (original not required) before an apostille is issued

| | | | |
|--------------------------------------|--------------------------|--------------------------------------|--------------------------|
| Passport | <input type="checkbox"/> | Educational Certificate (genuine UK) | <input type="checkbox"/> |
| Driving Licence | <input type="checkbox"/> | Educational Transcript (genuine UK) | <input type="checkbox"/> |
| Vocational Certificates (genuine UK) | <input type="checkbox"/> | Other Documents _____ | <input type="checkbox"/> |

3. Return Delivery UK

- *UK Standard Royal Mail 1st Class - (£FREE)
- *UK Next Day Delivery with tracking (£11.99)

Return Delivery Overseas

- *Overseas Delivery by FedEx/DHL (£59.99)
- *Overseas Airmail Delivery (£11.99)

*UK Next Day Delivery and FedEx/DHL are covered by the carriers guarantees - documents can also be tracked

*We cannot be held responsible for any loss or damage to documents returned by standard post or airmail.

4. Confirmation of Total Order

| | | |
|---|---|---------|
| Number of Tier One documents _____ x £65.99 | = | £ _____ |
| Number of Tier Two documents _____ x £89.99 | = | £ _____ |
| Delivery - UK next day or Airmail £11.99 | = | £ _____ |
| International delivery by FedEx/DHL £59.99 | = | £ _____ |
| Additional fee as advised** £ | = | £ _____ |

Grand Total for order £ _____

Please tell us where your document is to be used (e.g. Spain, USA, Russia)

Country: _____

**Additional fees may apply for combined document packages or embassy charges

5. Payment Details

I enclose a cheque/postal order made payable to
The Apostille Service
Payment by Credit or Debit Card
VISA-SWITCH/MAESTRO-MASTERCARD-SOLO
Please note not all cards have issue numbers or start dates

Card Number: _____
Expiry Date: ____/____ Issue Date: ____/____
Issue No: _____ 3 digit Security No: _____

SIGNED _____
By signing here you agree to us debiting your card

6. Contact & Invoice Details

Name: _____
Invoice Address: _____

Email: _____
Tel No: _____

Delivery Details if Different

Name: _____
Delivery Address: _____

Email: _____
Tel No: _____

(Required for FedEx/DHL delivery overseas)

So you've complete the form, what next? Send this form together with your documents to the address at the top of the form. (We recommend Special Delivery). We will then apostille your documents in approximately 5 working days.