

SELECT YOUR SERVICES from the following 6 sections

(1) Apostille Only (no solicitor certification required)

Examples - Birth certificate • Marriage Certificate • Death Certificate • Court sealed document • Certificate of no impediment to marriage • Document already signed by a solicitor or notary • CRB-DBS already signed by issuing body • Police Certificates (ACPO) • HMRC Tax Office signed docs • POA signed by solicitor or notary • Call us if you are not sure ...

How many documents do you have in this section? _____ x £54 each = £

(2) Apostille with Solicitor Certification

Examples - UK Degrees, Transcripts, Supplements • GCSE,CGE • TEFL,CELTA • School Reports • Letters of Attendance • Certificate of Incorporation • Mem and Arts • Other Company Documents • Police Certificate or Disclosure Document (CRB/DBS) • Passport • Driving Licence • Proof of Address • Employment Reference Letters • Call us if you are not sure ...

How many documents do you have in this section? _____ x £66 each = £

*If supplying an original document do you want us to solicitor certify the original document or make a certified copy to protect the original document? (Delete as required) **Do original / Make copy***

(3) Embassy Legalisation (if required)

(This is only required for some countries - contact us for guidance)

Which Embassy/Country? _____

Number of documents in this section _____ x £ _____ each = £

(4) Translation Service (if required)

If a translation is required contact us for the correct price

Translate into _____ (which language)

Total cost to be agreed with us in advance, then enter the amount here £

(5) Other Services (if required)

Scan and Email service before dispatch for £12 (Add fee here if required) £

(We will scan the page containing the apostilled signature and the apostille certificate only)

Other _____ £

(6) Return Delivery Method

UK Standard Post £ Free
(No tracking and NO insurance)

Overseas Airmail Post £12
(Basic tracking and NO insurance)

UK Next Day Courier £10 (Recommended)
(Full tracking and insured* by the courier)

Overseas DHL Courier £50 (Recommended)
(Full tracking and insured* by the courier)

*Insurance provided by couriers is limited to the value of the order

Return delivery charge = £

(7) Which Country are the documents for? _____

Please describe your documents here - (For example - Birth Certificate for Jones)

(Total of all shaded boxes)
CALCULATE YOUR ORDER TOTAL = £

HOW TO PAY

I enclose a cheque / postal order made payable to "The Apostille Service "

I will pay by card number: _____

Expiry date: _____ Issue date _____ 3 digit security no: _____

Card holder signature: _____

(By signing here you agree to your card being debited for the value of this order)

Call me for card payment information (We will call between 9am and 5pm)

Email me - bank transfer instructions OR online card payment instructions

(Delete as required. We require cleared payment before we can start your order.)

CONTACT & INVOICE DETAILS

Name: _____

Address: _____

Email: _____

Tel No: _____

DELIVERY ADDRESS (If different from contact)

Name: _____

Address: _____

Email: _____

Tel No: _____

(Courier deliveries require the recipients phone number)

For office use:

V - 01.17

CN

Rec'd: _____ :

Staff:

Fc: _____ :

Pay Method:

Em: _____ Finished: _____

QB No:

Tr: _____ QC: _____

Del ref: