

NY APOSTILLE SERVICE

email: sales@ny-apostille.com

409 44th St, Copiague, NY 11726-1009

website: ny-apostille.com

(866) 518-5115

Instructions:

Please fill in all the details on this form and enclose it with the documents that you send to NY Apostille Services. This form can be completed on your computer by clicking on each field and typing in the details. However, if you want, you can print out this document and write in the details by hand, please write your address legibly in capital letters. The cost for all services are on the Price List.

Contact Information:

Name: _____ Email: _____

Company Name: _____

Mailing Address1: _____

Mailing Address2: _____

City: _____ State: _____ ZIP: _____

Country: _____ Phone Number: _____

List of Documents:

1. _____

3. _____

2. _____

4. _____

No. of Documents: _____ **Country the documents will be used in:** _____

Date by which you need the documents (do not use ASAP): _____.

Special Courier Shipping (additional fee apply):

USPS ___ FedEx ___ DHL ___ Express USA ___ Priority International ___ Express International ___

Please fill this section if you have chosen 'Credit Card' as your payment method.

Cash ___ Check ___ Money Order ___ Credit Card: VISA ___ MC ___ DISC ___ AMX ___

Card Number: _____ Exp ___/___ Security Code: _____

Billing Address: _____

City: _____ State: _____ ZIP: _____

Country: _____

Note: Credit card charge will show as "Notary & Apostille Service" on your statement.

Authorization:

By signing below I authorize NY Apostille Services to charge my credit card in US dollars \$ _____.

I authorize NY Apostille Service to obtain Apostille and document Legalization on my behalf. I agree to indemnify and to hold NY Apostille Service, its employees, agents and affiliates harmless from all liability and expenses, including reasonable attorney's fees that maybe incurred as a result of my instructions. I understand that NY Apostille Service cannot, and does not, make any guarantees or warranties regarding my request to Apostille or certify my document(s) and also cannot guarantee any shipping and delivery times.

Special Instructions: _____

Signature: _____ Date _____

Order # _____ Transaction # _____ Tracking Out _____