


Apostille Pros

Apostille, Authentication and Embassy Legalization Services

SERVICE ORDER FORM

Please include this form with your document(s) attached.

If completed by hand, please print clearly using only upper case/block letters.

Primary Contact Information				Ship to Address Complete if different to primary contact information			
Name:				Name:			
Company:				Company:			
Address:				Address:			
City:				City:			
State/Province:		ZIP/Postal Code:		State/Province:		ZIP/Postal Code:	
Country:				Country:			
Email:				Email:			
Tel:				Tel:			
DESCRIPTION OF DOCUMENT(S) SUBMITTED FOR APOSTILLE AND/OR EMBASSY LEGALIZATION							
Country in which your documents are to be used?							
Number of documents to be legalized:		Date documents needed by:		Do you require translation? If YES, call for quote	YES	NO	
PAYMENT METHOD							
Check* / Money Order / Cashier's Check (Made payable to: Apostille Pros)	<input type="checkbox"/>	Credit Card	<input type="checkbox"/>	PayPal	<input type="checkbox"/>	Google Checkout	<input type="checkbox"/>
CREDIT CARD INFORMATION							
Cardholder Name:				Credit Card N ^o :		-	
Expiration Date:	MM	/	YYYY	Card Type:	<input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> Disc		
Security Code:				Visa, MasterCard, and Discover: On the back of the card in the top-right corner of the signature box, enter the three-digit number following the credit card number. American Express: On the front of the card, enter the four-digit number on the right directly above the credit card number.			
CC Billing Address:	Same as "Primary Contact Information" Same as "Ship to Address"			Other:			
Total amount to be charged / debited:	\$			By signing below, I the authorized cardholder, agree to and authorize APOSTILLE PROS to charge my credit card the amount as indicated in the "Total Amount to be charged / debited" field for services rendered.			
Authorized Signature:							
Mail-In Address				Walk-In Address			
Apostille Pros 1500 W. El Camino Ave #402 Sacramento, California 95833 Tel.: 1.866.338.8687 / 1.415.683.6994 Phone Support Hours: M-F 8:00 AM to 8:00 PM (PST)				Apostille Pros 2706 Harbor Blvd., Ste. 206 Costa Mesa, CA 92626 Costa Mesa Office: 1.949.335.5540 Business Hours: M-F 10:00 AM to 6:00 PM (PST)			

APOSTILLE PROSSM SERVICE PRICING

California Expedited Apostille Service	Same-Day Expedited California Apostille Service	
	Price per document	\$ 95.00
<ul style="list-style-type: none"> • Orders of 1 document for apostille: add \$15.00 for FedEx overnight return shipping within the continental US. • Orders of 2 or more documents for apostille: service includes free FedEx overnight return shipping within the continental US. 		

U.S. Department of State Apostille & Authentications Service <small>(Expedited 6 business day turnaround)</small>	Federal entity documents		All other document types
	<small>USPTO, FDA, FBI, Military/U.S. Consulate Notarized</small>		
	1 st document	\$195.00	\$355.00
	Each additional document ...	\$ 95.00	\$195.00
<ul style="list-style-type: none"> • Add \$100.00 for additional certification and handling requirement for U.S. District Court Documents • Service includes free FedEx overnight return shipping within the continental US. 			

Embassy/Consulate Legalization Service	Expedited Service Fee	
	Service fee per document	from \$180.00
	State, U.S. State & Embassy/Consulate fee ...	VARIES – call for fees
<ul style="list-style-type: none"> • Call or email us for complete pricing for embassy/consulate legalization as fees vary by individual embassies and consulates. • Service includes free FedEx overnight return shipping within the continental US. 		





Expedited Document Retrieval Service	Document Type	Service Fee
	CA entity documents	\$145.00
	CA certified copy of divorce decree	\$145.00
<ul style="list-style-type: none"> • Orders of 1 document for apostille: add \$15.00 for FedEx overnight return shipping within the continental US. 		

Certified Translation Service	Price per page	Call or email for quote
<ul style="list-style-type: none"> • Price varies depending on length and complexity of document • Email scanned file to: info@apostillepros.com • Orders of 1 document for apostille: add \$15.00 for FedEx overnight return shipping within the continental US. 		

Mail-In Address	Walk-In Address
Apostille Pros 1500 W. El Camino Ave #402 Sacramento, California 95833 Tel.: 1.866.338.8687 / 1.415.683.6994 Phone Support Hours: M-F 8:00 AM to 6:00 PM (PST) Email: info@apostillepros.com	Apostille Pros 2706 Harbor Blvd., Ste. 206 Costa Mesa, CA 92626 Costa Mesa Office: 1.949.335.5540 Business Hours: M-F 10:00 AM to 6:00 PM (PST) Email: info@apostillepros.com
Toll Free FAX: +1(888) 270-7926	

* WE SHIP WORLDWIDE VIA FEDEX *

Apostille service for documents notarized and/or official public issued in the following countries:

Apostille & Authentication Service		
Service for Documents Issued in	Document Type	Service Fee
	Germany	Certificates from public administrations, civil registry offices, ministries, courts, notaries. \$495.00
		Retrieval of Birth, Death, and Marriage Certificates \$175.00
		Retrieval of Divorce Decree \$175.00
	United Kingdom	Certificate from civil registry offices, ministries, courts, notaries \$495.00
	Denmark	All documents \$495.00
	Belgium	All documents \$495.00

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SM APOSTILLE PROSSM DOCUMENT MAIL-IN ADDRESS

1. Complete our Apostille Pros Order Form:
http://www.apostillepros.com/ApostillePros_Order_Form.pdf
2. Mail your completed order form along with your document(s) to our processing center:

Apostille Pros
1500 W. El Camino Ave #402
Sacramento, CA 95833
Tel: 1.415.683.6994 / 1.866.338.8687
Fax: 1.888.270.7926
SAME-DAY PROCESSING*

***applies to documents notarized in California and for official CA State/County issued records**

3. After completion of processing, your document(s) will be shipped back to you via FedEx to the address indicated on your order form.

APOSTILLE PROSSM WALK-IN SERVICE LOCATION

You are welcome to stop by our full-time, fully staffed office to drop off your documents and for complimentary notary service for any document requiring notarization prior to Apostille or Embassy Legalization. We are located at:

Apostille Pros
2706 Harbor Blvd., Ste. 206
Costa Mesa, CA 92626
Tel: 1.949.335.5540
Fax: 1.714.369.8361
M - F 10:00 AM to 6:00 PM

Feel free to contact us with any questions at 1.866.338.8687 or via email: info@apostillepros.com
Website: www.apostillepros.com