

APOSTILLE SERVICE AGREEMENT

This Apostille Service Agreement ("Agreement") and the Terms and Conditions ("Terms") found at [Insert Terms URL or remove if not published online] become effective between **MSL Notary & Signing Services** ("Provider") and you (the "Client," "you," "your," or "yourself"), effective upon your:

- (1) electronic or written signature; or
- (2) payment authorization, and remains in effect until terminated in writing by either party.

GENERAL TERMS

By signing this Agreement or submitting payment, you agree to the terms outlined herein and any applicable Terms and Conditions. Apostille services are highly customized and time-sensitive; therefore:

- All **service fees, processing fees, and courier fees** are **NON-REFUNDABLE**, regardless of outcome or decision to continue service.
- Fees are due **in full** before any document processing begins.
- The client is responsible for providing accurate and complete documentation.
- MSL Notary & Signing Services is not responsible for delays caused by state or federal agencies, mail carriers, or inaccurate client-provided information.

SCOPE OF SERVICES

MSL Notary & Signing Services agrees to facilitate the following, based on your selected Apostille package:

- Review of document(s) for apostille eligibility
- Notarization (if required)
- Coordination with the Secretary of State or other government entity
- Mailing or couriating the document to the appropriate authority
- Return of completed Apostille via your preferred delivery method

Turnaround times may vary depending on the issuing agency, jurisdiction, and method of submission (regular vs. expedited).

PAYMENT AUTHORIZATION

By providing your credit or debit card, you authorize MSL Notary & Signing Services (or its agents) to charge the agreed-upon amount(s) for Apostille services. You further agree:

- You are an authorized user of this payment method.
- You will not dispute validly charged fees for services rendered.
- You will be responsible for any **chargebacks, rejected payments, or additional fees** associated with incorrect information or declined payments.

In the event of a payment issue, services will be paused until all outstanding balances are resolved.

CONFIRMATION & RESPONSIBILITY

By signing or authorizing payment:

- You confirm the accuracy of all personal and document-related information provided to us.
- You understand that Apostille processing is dependent upon third-party entities (e.g., Secretary of State offices, consulates) and timeframes may vary.
- You agree that MSL Notary & Signing Services is not liable for governmental delays or third-party errors.

CANCELLATION POLICY

Due to the nature of the Apostille work, once documents have been submitted for processing, cancellations are not permitted, and no refunds will be issued.

SIGNATURE & ACCEPTANCE

Client Name: _____

Signature: _____

Date: _____

Accepted by MSL Notary & Signing Services:

Name: _____

Title: _____

Date: _____