

Apostille Intake Form

Client Information				
Name:	Phone:			
Email:	Address:			
Document Information				
Document Type(s):	Page Count:			
Deadline (MM/DD/YYYY):	Document Origination State:			
Document Requirements				
Has the document been notarized? $\ \square$ Yes $\ \square$ No	☐ Needs Notarization			
Do you want us to pick up the document(s)? $\ \square$ Yes $\ \square$ No				
Do you want us to send the document(s) to the coun	try of destination? □ Yes □ No			
Destination Address:				



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Service Summary					
Description		Qty	Price (\$)	Total (\$)	
			Total:		
Acknowledgment					
Pick-Up Confirmation: Client Initials:	Date:	-			
Orop-Off Confirmation: ☐ Client Initials:	Date:				
Date Sent:					
Shipping Method: ☐ FedEx ☐ DHL ☐ UPS ☐	USPS				
Tracking Number:					
Please be advised that any documents shipped domesti be our responsibility.	cally or internationally on y	your beh	alf are not deer	med to	
Rest assured, we will provide you with a tracking numbe UPS, DHL, USPS.	r from a selection of reput	able car	riers such as Fe	edEx,	
This will allow you to monitor the status and whereabout	s of your package in real t	ime.			
Acknowledgment					
Pick-Up Confirmation: Client Initials: [Date:				
Orop-Off Confirmation: ☐ Client Initials: I	Date:				



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