

**D & R LEGAL PROCESS SERVICE, LLC.**

*(Dependable & Responsible Since 1985)*

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**Work Order**

**Client Information:**

Date: \_\_\_\_\_

Firm: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

File#: \_\_\_\_\_

**Case Information:**

Court: \_\_\_\_\_

Case #: \_\_\_\_\_

Case Name: \_\_\_\_\_

**Summons Capacity Box:**

Individual: \_\_ FBN: \_\_ Corp: \_\_ Partner: \_\_ Public: \_\_ Unknown: \_\_

Other: \_\_\_\_\_

**Documents (List exactly as to appear on the Proof of Service)**

**Subject Information:**

**Rush: \_\_ Routine: \_\_ Service: \_\_ Filing: \_\_ Research: \_\_**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**Description:**

Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Age/DOB: \_\_\_\_\_

Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Other: \_\_\_\_\_

Vehicle: \_\_\_\_\_

Best Time: \_\_\_\_\_

Picture Attached? (Yes) \_\_\_\_\_ (No) \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Payment Information:**

Process Fees \$ \_\_\_\_\_ Witness Fees \$ \_\_\_\_\_

Sheriff Fees \$ \_\_\_\_\_ Filing Fees \$ \_\_\_\_\_

Paid By:

Check #: \_\_\_\_\_ Cash: \_\_\_\_\_ Money Order: \_\_\_\_\_

**Visa – MasterCard – American Express – Discover Card**

Card Holders Name: \_\_\_\_\_

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ CCV#: \_\_\_\_\_

**Billing Address for This Credit Card**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**I authorize D&R to charge the above credit card for all services rendered**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_