



Apostille of The Hague

Low Cost Apostille Service

ORDER FORM

The Apostille Service
3 The Quadrant
Coventry
CV1 2DY

Tel: 02476 108888

info@hagueapostille.co.uk

info@embassylegalisation.co.uk

1. Choose your legalisation services here

	No. of Documents		Total
Standard apostille service	_____ x	£82	= £_____
Apostille and solicitor certification	_____ x	£94	= £_____
Full Embassy legalisation for country 1 _____	_____ x	£_____	= £_____
Full Embassy legalisation for country 2 _____	_____ x	£_____	= £_____

2. Do you want the original document(s) legalised or copies legalised?

(Some documents such as birth and marriage certificates must be legalised as originals)

Do original / Make copy

(Delete as appropriate)

3. Additional services

Translation into _____ (language) Contact us for a price	_____ x	£_____	= £_____
Other Service _____ Contact us to agree other services	_____ x	£_____	= £_____

4. Choose your return delivery option

<u>UK Delivery</u>		Cost	Tick	<u>International Delivery</u>		Cost	Tick
UK Next Day Courier*	£12	<input type="checkbox"/>	Airmail* (approx 5 to 10 days)	£15	<input type="checkbox"/>		
UK First Class Post*	£Free	<input type="checkbox"/>	DHL Courier* (1 to 2 days)	£50	<input type="checkbox"/>		

(*Please note UK Next Day Courier & DHL are covered by carriers own guarantees. First Class & Airmail have no tracking, guarantee or insurance)

5. ORDER TOTAL add the fees in sections (1) + (3) + (4) above

TOTAL CHARGE = £

6. Describe your documents here (e.g. 1 x birth cert for jones)

7. Which country are you using the documents in? _____

8. Choose your payment method

Writing your card or paying by cheque or postal order is the fastest option as we can get started immediately

Card Number: _____ (Visa debit, Visa credit and MasterCard's)
 Expiry Date: _____ 3 Digit Security Code: _____ (on reverse of card where you sign)
 Card holders signature: _____

- I enclose a cheque or postal order payable to 'The Apostille Service'
 Please email me bank transfer OR online card payment instructions
 Please call me for card payment instructions

IMPORTANT FOR URGENT ORDERS!
If you pay by writing your card on the form, or include a postal order/cheque we can start as soon as we receive the order. Orders over £500 must be paid by bank transfer.

9. Contact/Invoice Details

Name: _____
 Address: _____

 Telephone: _____
 Email: _____

Delivery Details (if different to contact)

Name: _____
 Address: _____

 Telephone: _____
 Email: _____

Our terms and conditions for all services are available on our website and must be read prior to ordering. By submitting an order to us you are agreeing to these terms and conditions.

Make sure you have completed all sections of this form (section 3 can be left empty). Pay by card or cheque or postal order if you are in a rush. Now post or email this completed form & documents to the address at top of the form.