



SMALL FIRMS SERVICES LTD

Small Firms Services Ltd
The Meridian, 4 Copthall House
Station Square, Coventry, CV1 2FL
Tel: 0844 815 0909
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Apostille Service ORDER FORM

1. Tier One - Standard Apostille - £59.99 + VAT (£65.45)

Table with 4 columns: TYPE OF DOCUMENT, No., TYPE OF DOCUMENT, No. Lists document types like Birth-Death-Marriage certificates, Certificate of no impediment, etc.

2. Tier Two - Solicitor Certification & Apostille - £79.99 + VAT (£88.95)

Our solicitor will certify a copy of your document (original not required) before an apostille is issued

Table with 4 columns: TYPE OF DOCUMENT, No., TYPE OF DOCUMENT, No. Lists document types like Passport, Driving Licence, Vocational Certificates, etc.

3. Return Delivery UK

- *UK Standard Royal Mail 1st Class - (£FREE)
*UK Next Day Delivery with tracking (£11.75)

Return Delivery Overseas

- *Overseas Delivery by FedEx/DHL (£58.75)
*Overseas Airmail Delivery (£11.75)

*UK Next Day Delivery and FedEx/DHL are covered by the carriers guarantees - documents can also be tracked
*We cannot be held responsible for any loss or damage to documents returned by standard post or airmail.

4. Confirmation of Total Order

Table with 4 columns: Description, Price, =, Total Price. Includes rows for Tier One documents, Tier Two documents, Delivery, and Grand Total for order.

All of our prices are fully inclusive of VAT and all other fees. An invoice will be supplied with the return of your documents.

**Additional fees may apply for combined document packages

5. Payment Details

I enclose a cheque/postal order made payable to Small Firms Services Ltd
Payment by Credit or Debit Card
VISA-SWITCH/MAESTRO-MASTERCARD-SOLO
Please note not all cards have issue numbers or start dates

Card Number:
Expiry Date: / Issue Date: /
Issue No: 3 digit Security No:

SIGNED
By signing here you agree to us debiting your card

6. Contact & Invoice Details

Name:
Invoice Address:
Email:
Tel No:

Delivery Details if Different

Name:
Delivery Address:
Email:
Tel No:

(Required for FedEx/DHL delivery overseas)

So you've complete the form, what next? Send this form together with your documents to the address at the top of the form. (We recommend Special Delivery). We will then apostille your documents in approximately 5 working days.