



## New York Apostille Services

Providing document authentication services through all 50 U.S. States including the U.S. Department of State in Washington, D.C. We also provide document legalization services through select Embassy & Consulate offices. 1-888-810-4054

### SERVICE ORDER FORM

Please include this form with your original document(s) attached.

#### Your Information:

Today's Date: \_\_\_\_\_ Number of Documents: \_\_\_\_\_

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

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

Your Phone Number: \_\_\_\_\_

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

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

Your Email Address: \_\_\_\_\_

Destination Country\* (Mexico, Argentina, Germany, etc...): \_\_\_\_\_

\*Destination Country is the country which is requesting your documents.

#### Documents Return Address Information (If different than above):

FREE FedEx / UPS next day service to most addresses in the United States.

Additional shipping fees apply for international shipping (call for quote).

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

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

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

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

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

Country: \_\_\_\_\_

- My return address is a business address & no signature is required.
- My documents require translation. (Complete translation request form)
- My documents require Washington D.C. Dept. of State Authentication
- My documents require Embassy or Consulate Legalization.

#### Cost:

The cost for the first Apostille is \$295. Each additional Apostille from the same State is \$195. Embassy Consulate Legalization is \$265 (Not including their fees). Please review our schedule of State and US Federal fees.

Please read the Terms and Conditions on our site. Translation costs extra.

#### Payment Options:

If paying by check, please make cashier's check or money order payable to **Richard M. Johnston**. We also accept payments through PayPal, Western Union, MoneyGram, e-Check, wire transfer, and all major credit cards.

**(Toll Free) 1-888-810-4054 ★ 1-646-779-2989**

**RICHARD@INTERNATIONALAPOSTILLE.COM**

**WWW.INTERNATIONALAPOSTILLE.COM**

**Mail Your Documents To:**  
**International Apostille Services, Inc.**  
Attn: Richard M. Johnston  
535 Fifth Ave, 4<sup>th</sup> Floor  
New York, NY 10017  
USA



We Accept All Major Credit Cards



#### Customer Service Hours:

**Monday – Saturday**  
**8:00am to 7:00pm**

\* Please leave a message if no answer \*

#### Our Guarantee:

If we cannot obtain an Apostille for your documents, we will refund you 100%. Please call us for verification before sending in your documents.