

ENVOY ATTORNEY SUPPORT, INC.
 201 Nevada St., Suite C
 El Segundo, CA 90245
 Tel: 424-290-3300
 Email: orders@envoysupport.com

To Be Completed by Envoy Staff Only	
Date Received	
Accepted (Y/N)	
Order No.	

ORDER FORM – OTHER SERVICES

(Do Not Use this Form For E-Filing, Service of Process, Court Services, Govt Filing & Retrieval)

INSTRUCTIONS: PLEASE COMPLETE FORM WITH UP TO THREE SERVICE REQUESTS AND SUBMIT TO ORDERS@ENVOYSUPPORT.COM ALONG WITH ANY DOCUMENTS TO BE PROCESSED IN PDF FORM. ORDERS NOT EFFECTIVE UNLESS ACCEPTED BY ENVOY VIA EMAIL CONFIRMATION. CUSTOMER WILL BE CHARGED PER ENVOY'S THEN IN-EFFECT RATES, TERMS & CONDITIONS, AVAILABLE AT WWW.ENVOYSUPPORT.COM OR BY CALLING OFFICE.

Date Order Submitted:	
Customer Name:	
Customer Reference:	
Customer Contact Email:	
Customer Contact Tel:	

Service Request 1

Type of Service Requested <i>(Check One Box Only – For Additional Services Please Use Next Service Request Below)</i>	<input type="checkbox"/> Messenger/Delivery <input type="checkbox"/> Mobile Notary <input type="checkbox"/> Photocopying/Scanning <input type="checkbox"/> Writ Service, Levy & Garnishment
Expedite Level <i>(Check One Box Only)</i>	<input type="checkbox"/> Routine <input type="checkbox"/> Priority <input type="checkbox"/> On-Demand
Description <i>(Please be Specific)</i>	

Service Request 2

Type of Service Requested <i>(Check One Box Only – For Additional Service Request Fill Out Request 3 Below)</i>	<input type="checkbox"/> Messenger/Delivery <input type="checkbox"/> Mobile Notary <input type="checkbox"/> Photocopying/Scanning <input type="checkbox"/> Writ Service, Levy & Garnishment
Expedite Level <i>(Check One Box Only)</i>	<input type="checkbox"/> Routine <input type="checkbox"/> Priority <input type="checkbox"/> On-Demand
Description <i>(Please be Specific)</i>	

Service Request 3

Type of Service Requested <i>(Check One Box Only – For Additional Requests Please Use Another Order Form)</i>	<input type="checkbox"/> Messenger/Delivery <input type="checkbox"/> Mobile Notary <input type="checkbox"/> Photocopying/Scanning <input type="checkbox"/> Writ Service, Levy & Garnishment
Expedite Level <i>(Check One Box Only)</i>	<input type="checkbox"/> Routine <input type="checkbox"/> Priority <input type="checkbox"/> On-Demand
Description <i>(Please be Specific)</i>	