



**Office Address:**  
 Apostille & Translation  
 Gatwick Airport Branch - S1  
 Worth Corner Business Centre  
 Turners Hill Road, Crawley  
 RH10 7SL (Great Britain)

## ORDER FORM A1

Please complete our **Order Form** to assist with your document legalisation requirements for Apostille Certificate  
 All details supplied are strictly confidential. If you order online please specify below in the Online Order box

### Personal Information

Date:  /  /

Full Name (capitalise surname):

Company Name (if applicable):

Phone:  Fax:

Email:

### Office use

Invoice No

Date  /  /

Online Order  
 Yes  No

Business Acc

### Delivery Details [Your postal (mail) or street address (courier) for return to you of apostilled or legalised documents:]

Title:  Name:  No/Flat

Street:  City/Town:

Country:  Postcode:

### Important Information

Country where apostilled/legalised document(s) will be used or are to operate:

Additional contact details in case you cannot be reached (optional):

Name:  Phone:  Fax:

Email:

### Apostille Services

Value Apostille (10 Working Days)  £59

Fast Apostille (4 Working Days)  £75

Same Day Emergency Apostille  £187

Solicitor Certification Certified Copy  25

### How many documents

**Postal Services** Sign For (£4)  Special Delivery (£8)  International - Track & Sign (£15)

### List additional Services if required

Legalisation:  Translation:  Notary Certification:  DBS/CRB Disclosure:

Signature:  Digital Signature:

**PLEASE COMPLETE THE ORDER FORM - ATTACH TO YOUR DOCUMENTS AND POST TO OUR OFFICE ADDRESS**

### Special Instructions

### Payment Options other than website method

- Money Order or Cheque payable to Legalvision LTD  
 - Bank (BACS/ CHAP) HSBC Bank: Sort Code: 09-01-28 Acc: 82416075

**By signing this form you agree with our Terms and Conditions below . "Apostille UK" and "Apostille & Translation Services" are trading name of Legalvision LTD**

- Apostille application may take longer if the signature of the register is not in the database of the FCO  
 - If you apply for the "Same Day Apostille" please ensure the signature holder (eg: Solicitor) is already on the FCO database  
 - Procedure to include the signature specimen may take 1-2 days. In the rare cases when this may happen, an extra charge of £29 for our dedicated courier services  
 - In the rare event of the Foreign Office or an Embassy increasing their fees or disbursement after the Customer has accepted a quotation from the Company, the Company will request the difference in fees from the Customer. Inability to legalise a document due to unforeseen FCO or Embassy closure due to cultural holiday observation, unavailability or shortage of attestation/legalisation stamps, inaccurate information received either by the Customer or the Embassy on the legalisation process required. Where a delay has occurred, the Company will inform the Customer at the first available opportunity to advise on the new expected completion time. The Company does not provide any refund in service fees paid.  
 - Under clause 13 of the Distance Selling and Home Ordering Regulations, the Company does not provide the right to the Customer to cancel the Order once the Order has been commenced.  
 - The timeframe for the Company to complete the Order excludes the time that the document is in transit with the courier / postal system on return back to the Customer. This does not form part of the service provided by the Company.  
 - Bank transfer (BACS / CHAPS) and Cheque payments are accepted at the discretion of the Company. The Company will require such payments to have 'cleared' before placed Orders can commence.  
 - No warranty or liability is accepted by the Company, its staff/agents in relation to services provided, impartial advice or information given to the Customer. Impartial advice or information provided to the Customer by the Company is not legally binding and is not intended to be construed as legal advice and the Company is not liable for losses or damages to the Customer however is caused.