

# Instant Process Service Order Form

**Instruction for service:** Fill out form completely and fax –(626) 284-6180– or otherwise deliver along with document for service to Instant Process Service, attention: Process Dept. After that has been done, please call –(626) 284-2418– to confirm receipt of order and payment.

## Service Information:

Party / Entity to be served: \_\_\_\_\_

Business Address: \_\_\_\_\_

Residence Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Document to be served: \_\_\_\_\_

\_\_\_\_\_

## Level of Service:

☐ Today

☐ Rush (48 hrs)

☐ Regular

## Special Instructions / Requirements:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Your Information:

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

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

\_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

## Method of Payment:

☐ Credit Card

☐ Check

☐ Cash

☐ Money Order

Name as appears on card: \_\_\_\_\_

Card Type: ☐ MC ☐ Visa ☐ Amex ☐ Discover

Card number: \_\_\_\_\_ CVC \_\_\_\_\_

Expiration date: \_\_\_\_\_

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Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

2920 W. Shorb St. • Alhambra, CA 91803 • Tel (626) 284-2418 • Fax (626) 284-6180