

EXPRESS DOCUMENT AUTHENTICATION SERVICE (EDAS)

1930 18th Street NW, Unit #1, Washington DC 20009

Telephone # 202-223-8823 • Fax: 530-579-3315

E-Mail: info@expressauthentication.com

SERVICE ORDER FORM

NOTE: Please complete one service order form per customer

Contact Name if EDAS has questions: _____

Telephone #: _____ E-mail: _____

DATE DOCUMENT NEEDED BY:	Who Referred You to EDAS: (Please write Company Name if applicable)
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Service Requested (Apostille, Authentication or Legalization)	Country where the document will be used	Number of Documents	EDAS Service Fee	Secretary of State Fee (where the document was notarized) – “state level”	US Dept of State Fee (Federal level)	Embassy Legalization Fee	TOTAL
PAYMENT TYPE (circle one): Check/Money Order #: _____ Amount: _____ NOTE: We do not accept personal check. For credit/debit card payment, please complete the credit/debit card authorization section of this order form – see page 2.		Next Day Delivery		\$28.00			
		Second Day Delivery		\$20.00			
		Saturday Delivery		\$48.00			
		FedEx Signature Required Upon Delivery		\$ 4.00			
		4% Credit/Debit Card Convenience Fee					
				TOTAL			

Authorization for use of Credit or Debit Card:

I, _____, authorize **Travel the World Visas, Inc (EDAS' parent company)** to charge all fees (**including the 4% credit card convenience fee**) associated with this request to my (circle one) American Express/MasterCard/Visa card/Discover

Credit Card #: _____ Exp. Date: ____ / ____ Security Code: _____

Credit Card Billing Address: _____

Signature: _____

<p>ADDRESS WHERE TO SEND INVOICE TO: (Applicable for Corporate Clients Only) *Note: Invoices are due 21 days from the invoice date. If payment is not received by the due date, a 10% late payment penalty will be assessed.</p>		<p>ADDRESS TO RETURN DOCUMENT TO: NOTE: PO BOX ADDRESS IS NOT ACCEPTABLE</p>	
Name:		Name:	
Company:		Company:	
Street Address (No P.O. Box)		Street Address	
City:	State/ZIP:	City:	State:
Phone:	FAX:	ZIP:	Phone:
E-mail:		FAX:	
EDAS USE ONLY: (Do NOT complete this section)		Received on:	EDAS Agent Name:
Date passport returned to client:			
Return shipping via (circle one): FedEx UPS DHL AIRBILL #			
<p>In engaging the services of Express Document Authentication Services (EDAS) it is acknowledged and agreed by the customer that Express Document Authentication Services (EDAS) cannot and does not accept responsibility for any loss of or damage to customer's documents due to causes beyond its control or while in the possession of parties other than Express Document Authentication Services (EDAS), including but not limited to courier services, delivery service, postal services or any embassies or consulate offices or the US Department of State or the Secretary of State. This includes damages incurred by a third party. Authentication by the US Department of State or the Secretary of State or legalization by the consulate/embassy is a decision of the country or the US Department of State or Secretary of State, Express Document Authentication Services (EDAS) assumes no liability for a country's decision or country's or US Department of State or the Secretary of State's delay in authentication and legalization process. If the document authentication and legalization request is denied by an embassy or by the US Department of State or the Secretary of State, Express Document Authentication Services (EDAS) "service fee" is non-refundable. Embassy or the US Department of State or the Secretary of State will be refunded ONLY if the embassy or the US Department of State or Secretary of State issues a refund.</p>			

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