



Apostille Australia Certificate Service

A division of Red Seal Notary

PHYSICAL | STREET ADDRESS

Level 1, 299 Elizabeth Street, Sydney, NSW 2000 Australia
Telephone: (02) 9369 2600 International: +61 2 9369 2600
Fax: (02) 9387 6710
Email: contactus@apostille.com.au

POSTAL ADDRESS

PO Box K 1328, Haymarket, NSW, 1240 Australia

ORDER FORM

We invite you to complete our **Order Form** to assist with your document legalisation requirements, either for an Apostille Certificate, or our Embassy or Consulate Legalisation service. All details supplied are strictly confidential. The completed **Order Form** should accompany your original document or documents that you are forwarding to us, and represents your formal instructions.

Personal Information

Date: / /

Full Name (capitalise surname): Date of Birth: / /

Company Name (if applicable): ABN:

Mobile: Fax:

Email:

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

Title: Name:

Street: City/town:

State / Country: Postcode: Telephone:

Important Information

Country where apostilled|legalised document|s will be used or are to operate:

List your documents that need to be apostilled, or legalised:

Service charges payable: [Refer below]

List additional Services required, and a quote therefor will be advised by return email:

I accept the terms and conditions of use in placing this order which are published at <http://apostille.com.au/terms.php>

Signature:

Date:

YOU HAVE COMPLETED THE ORDER FORM... NOW DOWNLOAD, SIGN, ATTACH YOUR DOCUMENTS, AND EITHER COURIER TO OUR STREET ADDRESS OR EXPRESS POST TO OUR POSTAL ADDRESS AS ABOVE

Apostille Australia Certificate Service: Schedule of Fees (expressed in Australian Dollars [AUD], including all fees & taxes payable, unless stated otherwise)

- \$250.00: Apostille Certificate Service per document [NB for multiple documents (3 or more), 10% discount available on request]
- \$250.00: Authentication Certificate Service per document [NB for multiple documents (3 or more), 10% discount available on request]
- \$100.00: Notary Service per document
- \$350.00: Notarial Certificate, containing no more than three (3) attachments
- \$350.00: Embassy|Consulate Legalisation Service per document...but subject to particular Embassy|Consulate, and its location, plus fees.
- \$250.00: Birth, Death, Marriage, Police, No Impediment Certificate **Services**, plus fees
- \$250.00: Translation Services, comprising no more than two (2) pages, plus translator's fees
- \$150.00: Verification of Testamur
- \$100.00: Courier charges [outside Australia]
- \$25.00: International Internet Bank Transfer
- \$15.00: Express Post charges [within Australia]
- \$50.00: Email service of scanned apostilled / legalised document

Payment Options

- **Money Order or Cheque** [made payable to Apostille Australia Certificate Service]
- **Australian Internet Bank Transfer** [International Bank Transfer incurs an additional \$25 fee] Commonwealth Bank of Australia: **BSB:** 062267 **Account No:** 10134283 **Account Name:** Apostille Australia Certificate Service **Swift Code:** CTBAU2S
- **Credit Card** [Authorisation Form provided on request]