H&S Notary Practice

Legalisation Order Form for Notaries

Contact Details

Surname, Name

Only complete below if details have changed since last instruction

Company

Address

Postcode

DX address

Tel

Fax

E-Mail

Service Instructions

Your Reference

	Country	no. of docs	FCO fee	Consular fee	Our fee
FCO Apostille Standard					
FCO Apostille Premium					
FCO & Consulate					
FCO & Consulate					
FCO & Consulate					
Consulate only					

Despatch Information

1st Class Post (free) .....

DX (free) .....

Tracked DX (£5.00) .....

Special Delivery Royal Mail (£6.00) .....

Airsure (int. Fastpost) (£10.00) .....

Recorded Delivery (£4.00) .....

International Express Courier (£65.00) ....

BACK TO SENDER .....

Send to third party .....

please specify address details:
(Name, Company, Address, Country, tel number)

Extra Notes:

Payment Information

Cheque enclosed (payable to H&S Notary Practice)

Direct Bank Transfer / Confirmation enclosed

By Credit Card (please phone 0207 433 3338)

Total

Service Fees:

FCO Apostille Standard/Premium:	£17.00 per document / £51.00 (capped at third doc)
FCO Apostille & Consulate:	£42.00 per document / £75.00 (capped)
Consulate only:	£25.00 per document / £70.00 (capped)

Disbursements:

FCO fee per Apostille:	£28.80 Standard / £71.00 Premium

Consular fees vary. Please contact us for further details.

H&S Notary Practice

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