



APOSTILLE OR EMBASSY LEGALIZATION ORDER FORM

***Note: Please fill out this form and send it with the documents to:
Top Flite Legalization – 4800 Hampden Lane, Suite 200 – Bethesda, MD 20814**

CONTACT INFORMATION

Contact name: _____
Company (if applicable): _____
Mailing Address: _____

Phone number: _____
Email address: _____

DOCUMENTS DESCRIPTION

Total No. of documents: _____
Type of documents (s): _____
Needed by date: _____
Apostille / Embassy legalization services requested: _____
Target country (s): _____

DELIVERY INFORMATION

Reference No.: _____
Your Courier name (s): FEDEX _____ UPS _____ DHL _____ USPS _____
Account No.: _____
Deliver via Top Flite Legalization FEDEX account*: _____

*Please note that there is an additional fee applied for using TFL courier account number: **\$40.00** courier fee for domestic (U.S. only) overnight return (documents must fit in a regular letter size courier envelope) and **\$85.00** courier fee for international overnight return (documents must fit in a regular letter size courier envelope)



PAYMENT METHOD*

*We accept money orders, cashier checks, company checks payable in U.S. dollars made out to Top Flite Legalization. We also accept credit cards issued in the U.S. only. If you have a credit card issued in another country, please use PayPal to make your payment.

Credit Card (s): VISA _____ MASTER _____ AMEX _____ PAYPAL _____

Check (s): MONEY ORDER _____ CASHIER _____ COMPANY _____

Coupon No.: _____

CREDIT CARD INFORMATION

Cardholder's name: _____

Billing address: _____

Credit Card Number: _____

Expiry Date (mm/yy): _____

Security Code: _____

Amount (USD): _____

_____, authorize Top Flite Legalization to charge all fees in USD for services rendered to my Visa/MasterCard/American Express (including the 4% credit card handling fee). I have read and agreed to Top Flite Legalization [terms and conditions](#). I understand that requirements and fees are subject to change without prior notice. I understand that all fees are non-refundable.

Customer signature: _____

Date: _____