

A- Requestor information						
I am a:	Business	Law firm	Government agency	Individual	Process serving firm	
Company name:				Contact person		
First name		Last name		Phone		Email
Street #	Street name		Unit #	City		Postal code
How would you wish to receive your Affidavit?	Regular mail	Express post	Courier		Pick up at our drop location	
B- Payment information						
Payment method:	Master card	Visa	Money order		Certified cheque **	Cash
C- List of documents to be served and instructions						
D- Name of individual to be served						
First name		Last name			Phone	
Street#	Street name		Rural route	City/town		Postal code
E- Name of company to be served						
Company			Contact person			Phone
Street#	Street name		City			Postal code
F- Additional information						
When is the best time to serve your document(s)?		Between	a.m. p.m.	and	a.m. p.m.	Other
Additional instructions:						
Signature of requestor					Date (yyyy/mm/dd)	

G - Requestor checklist

Please use the following checklist to make sure that you have completed the request for service form correctly. (Please check box when completed)

I have:

I have provided Bellgor Process Servers with my address for communication and invoicing purposes.

Provided the appropriate payment (Credit card, Bank draft, Money order or Certified cheque.

Specified the address where I would like my Affidavit of Service to be sent.

I have provided/included: photograph(s), additional information and specific instructions of where and when the party involved is to be served.

I understand that there is an additional cost of \$45.00 + mileage for each additional attempt. **

** Our standard process serving includes up to 3 attempts and an Affidavit of Service.

Need help? Call (905)201-3039