



A Quick & Confidential Company

Job # (for QC use only): \_\_\_\_\_

# Messenger Order Request

**Ordered by:**

**Destination Information:**

Firm/Company: \_\_\_\_\_

Firm/Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

PO/Matter Reference: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

(Accounts Payable)

\_\_\_\_\_

Due Date/Time: \_\_\_\_\_

Hearing Date: \_\_\_\_\_

- Courier Service**
- Court Filing**
- Service of Process**

- Summons Upload
- Summons Pick-up
- Wait for Signature

- Mail (Postage & Service fee) \*
- Same Day Return Proof of Filing \*

\* Additional fees apply

Documents to be Served:

Court Documents or filed in:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Case number/name: \_\_\_\_\_  
\_\_\_\_\_

Filing fee attached by Client: \$ \_\_\_\_\_

Filing fee advanced by Quick Courier (10 % advancement fee applies): \$ \_\_\_\_\_

**Special Requests:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_ Time Delivered: \_\_\_\_\_