



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: _____