

# Document Heroes, LLC

Notary, Apostille and Consulate/Embassy Services

**Customer Satisfaction is our # 1 Priority**

## Service Order Form

**Please include this form with your document(s) attached**

Contact information		Documents Return Address information <small>(if different from contact information)</small>		
Your Name		Your Name		
Company Name		Company Name		
Phone number		Phone number		
E-mail address		E-mail address		
Address		Address		
City		City		
State	Zip/Postal Code	State	Zip/Postal Code	
<b>Country of Destination (Russia, Mexico, Germany, etc.....):</b>				
# of documents to be legalized:	Date documents needed by:	<b>*Do you need translation of the documents?</b>	<b>YES</b>	<b>NO</b>
<b>Description of Document(s) submitted for Apostille and/or Consulate/Embassy Legalization</b>				

- \* Complete translation request form if you marked **yes**
- My documents require US Department of State Authentication (Washington D.C.)
- My documents require Consulate/Embassy Legalization (underline what you need)
- My return address is a business address and no signature is required

Mail your Documents To: Document Heroes, LLC 24881 Branch Ave, Lake Forest, CA 92630	<b>Customer Service Hours</b> Monday- Friday 9am to 6 pm PST Saturday 10am to 3pm PST Tel: 949-235-3309 949-292-0736 E-mail: <a href="mailto:info@documentheroes.com">info@documentheroes.com</a> <a href="http://www.documentheroes.com">www.documentheroes.com</a>
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**DOCUMENT HEROES, LLC GUARANTEE:**

For Documents received by 12:00 noon, we'll ship them to your location within 1-2 business days except Sunday, federal holidays & international destinations. Same Day Emergency Apostille Service available for qualifying documents. If your Apostille is returned by the country of destination due to an error on our part, we will process a new one for free for you.

