



**E&G Visa Services**  
**Document Legalization Order Form**

**NEED BY DATE:** \_\_\_\_\_

**COMPANY'S NAME (If applicable):** \_\_\_\_\_

**FULL NAME OF APPLICANT(S):** \_\_\_\_\_

**TOTAL NUMBER OF DOCUMENTS:** \_\_\_\_\_

**TYPE OF DOCUMENT(S):** \_\_\_\_\_

**LEGALIZATION SERVICE(S) REQUESTED:**

- DC Notary (\$5.00)
- DC Treasury (\$15.00)
- US Dept. of State (\$8.00)
- Expedited Service (\$20.00)

**COUNTRY REQUESTED:**

Country 1: \_\_\_\_\_

Country 2: \_\_\_\_\_

**FEES-PER-DOCUMENT:**

Legalization Fee (\$28/doc) :\$ \_\_\_\_\_

Embassy Fee (\$\_\_\_\_\_/doc) :\$ \_\_\_\_\_

Service Fee (\$35/doc) :\$ \_\_\_\_\_

Messenger Fee (\$45/doc) :\$ \_\_\_\_\_

Money Order Fee (\$2/doc) :\$ \_\_\_\_\_

Copy Fee (\$1/page) :\$ \_\_\_\_\_

Return FedEx:  Overnight Delivery - \$25.00       2<sup>nd</sup> Business Day - \$19.00

Outside of the 48 states (Alaska, Puerto Rico, Hawaii, USVI, Canada) - \$51.00

Total Fee : \$ \_\_\_\_\_



**SHIPPING ADDRESS:**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address (No P.O. Box): \_\_\_\_\_ Suite/Apt: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Phone No: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

**PAYMENT INFORMATION:**

We accept **money orders, personal and company checks** payable in U.S. dollars made out to E&G Visa Services. We also accept **Visa, MasterCard, and Discover**.

If paying by credit card, please fill out the following:

I, \_\_\_\_\_, authorize E&G Visa Services to charge all fees (including the 4% credit card convenience fee) to my Visa/MasterCard/Discover card.

Card Type:  Visa       MasterCard       Discover

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Cardholder Name (as appears on card): \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

*\*\*Credit card payment is subject to a 4% convenience charge.*

***I have read and agreed to E&G Visa Services terms and conditions. I understand that requirements and fees are subject to change without prior notice, and all fees are non-refundable.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed