

DOCUMENT SERVICE CHECKLIST FOR PRIVATE INDIVIDUALS

Canadian Process Serving Inc.

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Please print out a copy of this sheet, fill in the required information, and include it with your documents.

All required fields are marked with an asterisk (*)

Your Name: * _____

Your Address: * _____

Your Telephone No: * _____

How did you pay the \$200 retainer?*

___ Visa ___ Mastercard ___ AMEX Authorization No: _____

Name of the person(s) to be served: * _____

Address for service: * _____

Best time of day to serve: _____

Maximum number of attempts you would like server to make before calling you for further instructions: _____

Please list the documents you are serving: (i.e. Statement of Claim, Application Record, Application for Divorce):*

1) _____

2) _____

3) _____

4) _____

5) _____

Do you have a photo or photos of the party or parties being served? (Check one)

___ Yes ___ No. If yes, please include one with your paperwork to assist with identification purposes. If no photo is available please provide a detailed description of the party if possible.

Description: _____

Date: _____ Signature: _____

Thank you for choosing Canadian Process Serving Inc for your process serving needs!