

SERVICE REQUEST FORM



ASAP Serve, LLC
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ASAP SERVE SERVICE OF PROCESS AGREEMENT

SERVICE ORDER SERVICE TERMS: By submitting documents for service, Attorney or Party Without Attorney (Client) agrees to the following terms: Service fees are non-refundable once work on the matter has commenced. All services must be prepaid unless other arrangements have been agreed upon. Client is responsible for providing all information necessary to process order, including statute dates, if any. ASAP Serve, its employees, agents, and assigns are not responsible for any information not given in writing. Charges are based per defendant(s) per address and apply to all items whether served or not, including cancellation after attempt(s), not found, bad address given, or if statutory time expires prior to making service. Client further agrees to hold ASAP Serve, its employees, agents, and assigns harmless from any and all actions, claims, damages, and demands of any type arising directly or indirectly from this service order. There is a \$50.00 charge on all returned checks.

I have read and understood the terms and conditions set out in this Agreement.

*SERVICE TYPE: REGULAR RUSH

COURT:
CASE NO.:
TYPE OF LEGAL PROCESS TO BE SERVED:

*CLIENTS NAME/CONTACT INFO: *PARTY(S) TO BE SERVED: *ADDITIONAL INFORMATION

*ADDRESS #1 TO BE SERVED: ADDRESS #2 TO BE SERVED:

OFFICE USE BELOW

PROCESS SERVER WORKSHEET/REPORT:

PERSONAL SERVICE SUBSTITUTED SERVICE* NON-SERVE on _____ at _____
*by leaving copies of the process with (Name/Relationship) _____.

Physical description of person with whom process was left:

Sex: _____ Race: _____ Age: _____ Ht: _____ Wt: _____ Hr: _____ Glasses: Yes No

DATE	TIME	DETAILS

