

For use by TEFL ACADEMY teachers only

1. Choose attestation services

VIETNAM

Vietnamese Embassy Legalisation for a document that does not require solicitor certification:
 Number of documents _____ x £125 = £_____

Vietnamese Embassy Legalisation for a document that requires solicitor certification:
 Number of documents _____ x £130 = £_____

CHINA

Chinese Embassy Legalisation for a document that does not require solicitor certification:
 Number of documents _____ x £135 = £_____

Chinese Embassy Legalisation for a document that requires solicitor certification:
 Number of documents _____ x £140 = £_____

2. Do you want us to legalise the original or copies of the documents?

For academic and training documents we can legalise copies or originals.

We still need to see original certificates to produce copies. (Delete One) Do original / Make Copy

3. Optional services (not mandatory)

Scan & Email Service before dispatching documents (charge per order not per document) £12 = £_____

(We will scan the page containing the apostilled signature and the apostille/embassy stamp only)

4. Choose your return delivery option

<u>UK Delivery</u>	Cost	Tick	<u>International Delivery</u>	Cost	Tick
UK Next Day Courier*	£10	<input type="checkbox"/>	DHL Courier* (1 to 2 days)	£50	<input type="checkbox"/>
UK First Class Post*	£Free	<input type="checkbox"/>	Airmail (7 to 10 days)	£12	<input type="checkbox"/>

(*UK Next Day Courier & DHL are covered by carriers own guarantees. First Class post has no tracking, guarantee or insurance)

ORDER TOTAL (total of sections 1, 2 and 3) **TOTAL CHARGE** = £_____

5. Choose your payment method

I enclose a cheque or postal order payable to 'The Apostille Service'

Please email me bank transfer OR online card payment instructions (Tick one payment method)

(Please circle your preferred method of bank OR card instructions – your order will start on receipt of payment)

Please call me for card payment instructions

I have entered my by debit or credit card details here

Card Number: _____
 Expiry Date: _____ 3 Digit Security Code: _____

Signed: _____
 By signing here you agree to us debiting your card

6. Contact/Invoice Details

Name: _____
 Co Name: _____
 Address: _____
 Address: _____
 Town: _____
 Post Code: _____
 Country: _____
 Tel: _____
 Email: _____

Delivery Details (if different to contact)

Name: _____
 Co Name: _____
 Address: _____
 Address: _____
 Town: _____
 Post Code: _____
 Country: _____
 Tel: _____
 Email: _____

(DHL delivery requires the recipient's telephone number)

7. Post or email your completed order form and documents to us.

If you have any questions call us and mention you are a TEFL ACADEMY teacher.