

DOCUMENT SERVICE CHECK LIST FOR PRIVATE INDIVIDUALS

Canadian Process Serving Inc.
142 Catharine Street South
Hamilton, Ontario L8N 2J8
PH: 1-800-465-7378 FAX: 1-866-837-0331
EMAIL: serve@canadianprocessserving.com

Please print a copy of this check list, fill in ALL fields and include with your documents for service.

Client Name: _____

Address: _____

Phone Number: _____

\$200 Retainer paid by: **Please Circle One:** Visa MC AMEX Authorization No.: _____ Certified Cheque

Or Money Order

Name of Party Being Served: _____

Address of Service: _____

Phone Number (if applicable): _____

Best Time of Day to Serve: _____

Do you have a photo of the individual? **Please Circle one:** Yes No

If No, please provide a description: _____

Additional Information: _____

Maximum number of attempts for server to make before calling **YOU** for further instructions: _____

List of Documents Being Served:

1. _____

2. _____

3. _____

4. _____

5. _____

How Do You Want Your Affidavit of Service to be Sent Back to You? Please Circle One: Regular Mail Xpresspost Courier

****PLEASE NOTE: If regular mail is chosen, please be prepared to wait some time for its arrival. Cannot be guaranteed to arrived when needed. Xpresspost or Courier is recommended. Both can be tracked. Unless the Xpresspost or Courier is included, additional charges will apply.**