

Elite Process Servers, Inc.

1341 N. Delaware Ave. Philadelphia, PA 19125
Tel: 866-900-3548 * Fax 866-900-2250

To: Elite Process Servers, Inc.

Date: _____

PLEASE REFER TO REFERENCE # : _____ WHEN CALLING

RUSH ROUTINE LAST DAY TO SERVE: _____
(Please check the Price List on our web site for the price difference. Prices on rush and routine vary.)

PLEASE SERVE ENCLOSED DOCUMENTS:

UPON: _____

ADDRESS: _____

MANNER OF SERVICE:

- IN HAND SERVICE ONLY
- SUB-SERVICE AT RESIDENCE (ANY ONE OVER THE AGE OF 16)
- POSTING AT RESIDENCE AFTER 3 ATTEMPTS, WITH MAILING
(ATTEMPTS MUST BE SHOWN – DATE & TIME)
- SERVICE TO CORPORATE OFFICER OR MANAGING AUTHORIZED AGENT
- DO NOT NAIL & MAIL

RETURN OF SERVICE:

- USE ENCLOSED AFFIDAVIT, A MUST !!!
- USE YOUR OWN AFFIDAVIT OF SERVICE
- NOTARIZE AFFIDAVIT
- CALL WHEN SERVICE IS EFFECTED
- PLEASE FAX AN EXECUTED AFFIDAVIT TO

RETURN ORIGINAL AFFIDAVIT VIA:

- OVERNIGHT _____
- PLEASE MAIL WITHIN FIVE BUSINESS DAYS OF SERVICE

BILL US PAYMENT ENCLOSED: _____ QUOTED BY: _____

ANY QUESTIONS OR PROBLEMS PLEASE CALL OUR OFFICE AT 866-900-3548.
WE WILL BE GLAD TO ASSIST YOU, THANK YOU !!

To all attorneys: Please do not assume that we have received your documents. It is up to the attorney to call our office to verify that we have received your documents. We are not responsible for documents that we never receive.