

order form

client information

company / name, first name if company:	
contact person street, house no.	
ZIP code, town	
country	
email	
telephone	
customer no. (if available)	
quotation no. (if available)	

delivery address (if different to client address)

company / name, first name if company:	
contact person street, house no.	
ZIP code, town	
country	
email	
telephone	

document details

description of documents	qty.	country of issuance	country of use	language of translation

See our prices at: www.apostille-service.de/en/prices.html.

mode of payment

<input type="checkbox"/>	on account	only german business customers
<input type="checkbox"/>	credit card / PayPal	invoice and a link to proceed the payment send via email upon completion of the process - shipment of the documents upon receipt of the invoice amount
<input type="checkbox"/>	bank transfer	sending of the invoice upon completion of the authentication via email – shipment of the documents upon receipt of the invoice amount
<input type="checkbox"/>	cash on delivery	only if delivery address is in Germany (+2,00 EUR postal fees)
<input type="checkbox"/>	SEPA direct debit	only bank accounts of the SEPA area (please fill in the fields below)

mode of shipment

<input type="checkbox"/>	regular (registered mail)
<input type="checkbox"/>	DHL Express

The shipment by registered mail inside Germany is included in our prices. The price for other modes of shipment can be seen under:
www.apostille-service.de/en/apostille-prices.html.

SEPA Direct Debit Mandate

creditor's name and address: RCL Service - Mittelstr. 37 - 74078 Heilbronn – Germany

creditor identifier: DE04ZZZ00000363647

By signing this mandate form, you authorise (A) RCL Service to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instructions from RCL Service. - As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited.

Kontoinhaber

name, first name		street, house no.	
ZIP code, town		country	

Bankdaten

bank		BIC	
IBAN			

place, date		signature	
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Note: Your rights regarding the above mandate are explained in a statement that you can obtain from your bank.

Auftragsvergabe

place, date		signature	
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By affixing the signature, the terms and conditions of RCL Service are accepted (see: <http://www.apostille-service.de/en/terms.html>).