Q&C
**Quick and Confidential
Incorporated**

Job # (for QC use only: _____

Messenger Order Request

Ordered by:

Destination Information:

Firm/Company: _____

Firm/Company: _____

Contact Name: _____

Contact Name: _____

PO/Matter Reference: _____

Address: _____

_____

_____

Email address: _____
(Accounts Payable)

_____

Due Date/Time: _____

Hearing Date: _____

☐ **Courier Service**
☐ **Court Filing**
☐ **Service of Process**

☐ Summons Upload
☐ Summons Pick-up
☐ Wait for Signature

☐ Mail (Postage & Service fee) *
☐ Same Day Return Proof of Filing *

* Additional fees apply

Documents to be Served:

Court Documents or filed in:

_____

_____

_____

Case number/name: _____

_____

Filing fee attached by Client: $ _____

Filing fee advanced by Quick Courier (10 % advancement fee applies): $ _____

Special Requests:

_____

_____

_____

Sign: _____   Date: _____   Time Delivered: _____