

Order Form
Agent for Service of Legal Process

Contract Reference (Answers Investigation to complete)	
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Please complete in BLOCK CAPITALS

1. Appointer details:

Please provide details of the party to the legal document to whom the service is provided. For a company provide full company name; for an individual please underline surname.

Please tick box relating to preferred method of contact.

Name	
Address	
Town	<input type="checkbox"/>
Country	
Postcode	
Telephone	
Invoice Contact	<input type="checkbox"/>
Email	
Appointer VAT Number (if applicable)	

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2. Contact details (for the provision of the service):

Provide details of the person who we should contact if notices are received (if different to the Appointor).

Please tick box relating to preferred method of contact.

Name	
Organisation name	
Address	<input type="checkbox"/>
Town	
Country	
Telephone	
Fax	<input type="checkbox"/>
Email	<input type="checkbox"/>

Please provide this information for additional contacts on a separate sheet and tick here (an additional fee will apply for extra contracts, see our basis for charging section):

3. Instructing party (if different to the Appointor(s))

Provide complete the following if you are acting on behalf of the Appointor(s) and want us to liaise with you in respect of the establishment of the new facility.

Name	
Organisation name	
Address	
Town	
Country	
Telephone	
Fax	
Email	

Please tick here if we are also required to invoice you. In this instance you will be the party to the contract with us, you will need to sign the Order Form in section 8 instead of the Appointor(s):

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Suite 2, The Orchard, Chiddingfold Road, Dunsfold, Surrey GU8 4PB



4. Delivery of confirmation

Upon receipt of the signed order form, we shall issue our confirmation letter(s). Please indicate to whom we should send this letter:

- The Appointor(s)
- The Contact(s)
- The Instructing Party
- Other (please advise)

(an additional fee might apply to this facility, please see our basis of charging section)

5. Legal Documents (to which the appointment will relate):

Date/Proposed Date	Description of Legal Document	Parties

Please provide this information for additional Legal Documents on a separate sheet and tick here (each additional legal document attracts a fee, please refer to our basis of charging section):

Please Note: Additional agreements added at a later date, i.e. after the initial facility has been set up, will be charged as a new facility (please refer to our basis of charging section).

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6. Acceptance

These particulars together with the annexed terms and conditions will constitute the contractual terms subject to which we will act as your agent for the service of proceedings issued out of the Courts of England in respect of each of the Agreements listed above and for the duration specified above.

If you are in agreement with these terms, please sign below as Appointor (or as named Instructing Party and agent for the Appointor) and return to us the white copy confirming your order. Our appointment will become effective only on countersignature by Answers Investigation, and effective upon such a signature.

Signed on/...../.....

For and on behalf of the Appointor / Instructing Party
(Please delete as appropriate)

Please print your name below:

Signed on/...../.....

For and on behalf of Answers Investigation

If any details change at any time, please notify us immediately so that our records are maintained to date at all times, quoting the above contract reference number.

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