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www.SacProcessServing.com

- Regular Service
- Rush Service (Add \$35)
- Same Day (Add \$75)

Date: _____ Phone #: _____	Firm: _____
Address to Send Proof of Service : _____ _____	Email: _____
	Contact _____

Request Confirmations Via:     US Postal Service     Email     Phone

Plaintiff: <input style="width: 90%;" type="text"/>	Defendant: <input style="width: 90%;" type="text"/>
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INDIVIDUAL / COMPANY BEING SERVED (list exactly as it should appear on proof of service)

1:

2:

Business Address	Residential Address
Phone Number <input style="width: 80%;" type="text"/>	Phone Number: <input style="width: 80%;" type="text"/>

DOCUMENTS BEING SERVED (List documents exactly as they should appear on proof of service)

**SPECIAL INSTRUCTIONS**

File Proof of Service (Add \$35)

Notarize Proof of Service (Add \$20)

**Sacramento Process Serving is not liable for any errors in the proof of service. If for any reason your proof of service is rejected by the court Sacramento Process Serving will make any corrections and if necessary perform new process service at no charge.**

**Authorization of Work Order**

Signature \_\_\_\_\_