



APOSTILLE SERVICE WAIVER

CLIENT INTAKE & AUTHENTICATION REQUEST FORM

Please mail this form and original document to:

Address for mailing purposes only!

Middlesex Notary Co

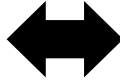
Attn: Ans Ishfaq

335 Washington St, PMB#1127

Woburn, MA 01801

Phone: +1 (781) 226-8331 | Fax: +1 339-999-2182

Middlesexnotary.com



OUR FEES

Same Day / Next Day Apostille

\$250 per document

Standard Apostille, 4 to 5 business days \$150 per document

FBI Background Check Apostille

\$250

Processing time: 8 to 10 business days

Notarization, if required

\$30 extra per document

CLIENT INTAKE INFORMATION

Full Legal Name: _____ **Date:** _____ **Phone:** _____

Company Name (if any): _____

Address: _____

City, State, ZIP: _____ **Email Address:** _____

Destination Country / Embassy: _____

Number of Documents Submitted: _____

Type of Documents Submitted:

REQUESTED SERVICE(S) Apostille Authentication Certified Mailing / Return Shipping

Document Pickup / Drop-off Translation Coordination

Other: _____

RETURN DELIVERY METHOD Pickup Standard Mail

Express Shipping Client-Provided Label

Other: _____

PAYMENT INFORMATION AND AUTHORIZATION

Payment Method

Visa Mastercard AmEx Discover Zelle Cash

Check Money Order Other: _____

Name on Card: _____ Card Number: _____

Expiration Date: _____ CVV: _____ Billing ZIP Code _____

Authorized Amount: \$ _____

Description of Charges:

CARD-NOT-PRESENT AUTHORIZATION

I, the undersigned, authorize ANSSPVT LLC, doing business as Middlesex Notary Co, to charge the payment method listed above for the amount authorized in this form.

I understand that this may be a card-not-present transaction and that my card may not be physically presented at the time of payment.

I confirm that I am the authorized cardholder or otherwise have full authority to approve the payment listed above. I understand that this authorization applies only to the amount stated in this form, unless additional charges are later approved by me in writing.

APOSTILLE SERVICE WAIVER AND CLIENT RESPONSIBILITY AGREEMENT

By signing this form, I understand and agree to the following:

1. Limited Scope of Service

ANSSPVT LLC, doing business as Middlesex Notary Co, is acting solely as a document handling, submission, courier, and administrative service provider. Its role is limited to receiving documents, coordinating submission to the appropriate authority, handling return delivery, and related administrative services. It does not guarantee acceptance, issuance, approval, legalization, or foreign recognition of any document.

2. No Legal Advice

No legal advice is being provided. Nothing communicated by ANSSPVT LLC, doing business as Middlesex Notary Co, shall be interpreted as legal advice, legal opinion, or legal instruction. The client is solely responsible for determining what document is needed, whether notarization or certification is required, and whether the document will be accepted by any government agency, embassy, consulate, or foreign authority.

3. Client Responsibility for Accuracy

The client is solely responsible for ensuring that all documents submitted are accurate, complete, properly signed, properly notarized or certified when required, issued by the proper authority, and suitable for the intended use and destination country. The service provider may rely entirely on the client's instructions and submitted materials without independent verification.

4. No Responsibility for Rejection, Delay, or Loss Outside Control

The client acknowledges that all decisions regarding acceptance, rejection, processing time, correction requests, or additional requirements are made solely by the relevant government office, embassy, consulate, mail carrier, courier, or other third party. ANSSPVT LLC shall not be responsible for delay, rejection, denial, damage, loss, misdelivery, returned mail, or failure caused in whole or in part by any third party or by circumstances beyond its control.

5. No Guarantee of Timing or Outcome

Processing times are estimates only and are never guaranteed. No guarantee is made regarding turnaround time, completion date, approval, acceptance, or use of the document in the United States or abroad.

6. Fees and Non-Refundability

All fees paid for administrative handling, document processing, courier coordination, shipping, mailing, pickup, drop-off, travel, expedited service, and submission work are earned and non-refundable once work has begun. This applies even if a document is rejected, delayed, requires correction, requires resubmission, is no longer needed, or is refused by any authority.

7. Additional Costs and Resubmissions

If any document is rejected, delayed, returned, or requires correction or resubmission for any reason, the client is solely responsible for all additional fees, including but not limited to new service fees, shipping fees, courier fees, government fees, translation fees, and administrative fees.

8. Shipping and Delivery Risk

If documents are mailed, shipped, or returned by courier or postal service, the client assumes the risk of transit once the item is delivered to the carrier, unless otherwise required by law. Tracking does not guarantee delivery, and the service provider is not liable for carrier delay, loss, theft, or delivery failure.

9. Indemnification

The client agrees to hold harmless, defend, and indemnify ANSSPVT LLC, doing business as Middlesex Notary Co, from and against any claim, chargeback, dispute, loss, liability, cost, or expense arising from inaccurate client information, improper documents, client misunderstanding, third-party rejection, foreign refusal, unauthorized use claims made by the client after signing, or any matter outside the direct control of the service provider.

10. Chargeback and Payment Disputes

The client acknowledges that the payment authorized in this form is for agreed services and administrative work. The client agrees not to initiate a chargeback or payment dispute for charges that match the amount and services authorized in this form, except where prohibited by law.

11. Entire Understanding

This form reflects the full understanding between the client and ANSSPVT LLC, doing business as Middlesex Notary Co, regarding the requested services unless both parties agree otherwise in writing.

CLIENT ACKNOWLEDGMENT AND SIGNATURE

I confirm that I have read this entire form, understand it, and agree to all terms. I confirm that the information I provided is accurate and that I am authorizing the requested service and payment.

Client Signature: _____

Date: _____

Printed Name: _____

INTERNAL USE ONLY

Documents Received:

Received By: _____

Method Received: In Person Email Mail Courier Other: _____

Date Received: _____

Notes:

