

DOCUMENT SERVICE CHECKLIST FOR PRIVATE COMPANYS & INDIVIDUALS
Com-One Solutions Inc.: 7734 117 Street Delta BC, Canada V4C 6A5

Please print out a copy of this sheet, fill in the required information, and include it with your documents. All required fields are marked with an asterisk (*)

Your Name: * _____

Your Address: * _____

Your Telephone No: * _____

How did you pay the \$200 retainer? * _____

Name of the person(s) to be served: * _____

Address for service: * _____

Best time of day to serve: _____

Maximum number of attempts you would like server to make before calling you for further instructions: _____

Please list the documents you are serving: (i.e. Statement of Claim, Application Record, Application for Divorce):*

1) _____

2) _____

3) _____

4) _____

5) _____

Do you have a photo or photos of the party or parties being served? (Check one)

Yes No. If yes, please include one with your paperwork to assist with identification purposes. If no photo is available please provide a detailed description of the party if possible.

Description:

Date: _____ Signature: _____

Thank you for choosing Com-One Solutions Inc. for your process serving needs!