

## DOCUMENT ORDER FORM – LAWYERS AND NOTARIES

- Orders can be processed only upon receipt of this completed form
- By submitting this form you agree to the terms and are bound to pay the fees
- Orders for Same Day and Next Day service levels are non-cancellable; If you wish to cancel any other order, the cancellation request must be received by our office within 12 hours of the receipt of your order
- Timing - for details on how to determine your required service levels, see page 2 of this form
- All fees are net of taxes, GST is extra

**On the day the Form F is due, we will provide you with a Letter of Undertaking and the Form B if you have ordered it as well. We do not provide information verbally or in advance of the due date of the forms.**

**Our Contact Information:**

Company: \_\_\_\_\_ Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Property Information:**

Strata Plan No.: \_\_\_\_\_ Unit No. \_\_\_\_\_ Strata Lot No.: \_\_\_\_\_ PID: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Legal Description: \_\_\_\_\_

Civic Address of Unit: \_\_\_\_\_

Sellers \_\_\_\_\_

**Purchasers:**

First Name	Last Name	Phone	Email	Will Reside?
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Address (if no purchaser residing) \_\_\_\_\_ Tel: \_\_\_\_\_

**Date of:**

**Will there be a:**

Completion \_\_\_\_\_ Possession \_\_\_\_\_ Move In  Yes  No Move Out  Yes  No

**Documents Requested:**

- Form B: \$35.00 plus attachments as per SPA 59(4) @ \$0.25 per page  
 Form F: \$15.00  Others, specify: \_\_\_\_\_

**Fees for Rush Service:** (per order and additional to document fees above, based on **business** days)

I would like to receive my form on MM / DD / YYYY therefore I will require a Service Level of (Q? – please call):

- (0) Same Day \$350  (1) Next Day \$225  2 Days \$175  3 Days \$125  4 Days \$75  5+ Days \$0

(Same Day service only available until **noon** – documents ready at 3 pm –call to confirm)

**Delivery:** (select all that apply)

- Pick-Up – n/c  Regular Mail: \$5.00  Fax \$5.00  E-Mail \$5.00

(If you choose to not take possession of the original documents, they may be destroyed after 2 weeks)

*The personal information requested and subsequently provided is for the purposes of identification, processing payments, ensuring the orderly management of the strata corporation and complying legal requirements. The strata corporation is authorized to collect, use and disclose the personal information for these purposes.*

### **Document Order Forms – Timing of Availability:**

Please note that when calculating the delivery due date for documents, we count the business day the order form was received (until 5 pm) as Day Zero (0). This means that Day 1 (Next Day Service) is the following day, and 2 Day service is the 2<sup>nd</sup> day after receipt of the order form, and so on. The only exception to this rule is for Same Day Service (Day Zero), where the order form must be in before **noon** in order for us to have the documents available for you by 3 pm.

We do not process Documents on weekends or holidays, and if you order your documents and the availability date falls on a holiday, we will have the documents available for you the following business day.

If you have any questions about the timing of the availability of your documents, please call our offices – 604-200-1030 and select the prompt for forms.

Examples:

Order received Monday @ 10 am – 5+ (Non Rush). Monday is Day Zero, and therefore the following Monday is day 7 (the 5<sup>th</sup> business day), and the documents will be available that following Monday afternoon.

Order received Monday @ 6pm – 5+ (Non Rush). Tuesday is Day Zero (because the order form arrived after the close of business on Monday), and therefore the following Tuesday is day 7 (5<sup>th</sup> business day), and the documents will be available that following Tuesday afternoon

Order received Monday @ 11 am – Same Day Rush – Documents will be available at 3pm.

Order received Monday @ 1 pm – Same Day Rush – Past the deadline, so this will automatically become a Next Day Rush and the documents will be available the next business day.

Order received Monday @ 4pm – 4 Business Day Rush – documents will be available on Friday

Order received Monday @ 4pm – 5+ (Non Rush) - and the following Monday is a holiday. The documents will be available on Tuesday (the first business day following the holiday).