



FULL FRONT RANGE COVERAGE SINCE 1987
PHONE 303-571-5719
FAX 303-449-0407
Email info@dbcouriers.com

SERVICE OF PROCESS ORDER FORM

- FIRM NAME
- CONTACT NAME
- PHONE #
- PICKUP ADDRESS
- DATE TO BE SERVED BY
- DOCUMENTS TO BE SERVED
- PARTY TO BE SERVED
- ARE WE SERVING AT A BUSINESS OR RESIDENCE?
- IF WE ARE SERVING A BUSINESS, CAN WE SERVE THE MANAGER OR THE HIGHEST RANKING OFFICER OF THE BUSINESS?
- IF WE ARE SERVING AT A RESIDENCE, CAN WE SERVE ANY RESIDENT OVER 18 YEARS OF AGE?
- ARE THEY GOING TO AVOID SERVICE?
- DESCRIPTION OF PERSON (if applicable)
- ADDRESS AND TELEPHONE # OF PARTY TO BE SERVED
- RETURN OF SERVICE PROVIDED?

If a return of service is provided please ID the documents clearly. **We can provide a return of service for an additional \$20** – please provide any special instructions regarding wording/phrasing

- SPECIAL INSTRUCTIONS

Please provide any pertinent information regarding special rules that may be particular to your state (day of week / time of day service may be effected, additional instruction as to who we may serve papers to, etc.)