

Email: info@iowaserveprocess.com

Iowa Process Service

Local: 515-243-7378

3101 Ingersoll Avenue, Suite 210

Toll Free: 877-816-4696

Des Moines, IA 50312

ORDER FORM

Toll Free Fax: 877-818-9844

**Important! Every state has its own rules regarding process service. While IPS makes every effort to stay informed of these rules, it is your responsibility to instruct us of any specific requirements for successful service of your case.*

Please complete one Process Service Order Form for each person or corporation being served.

Your Name: _____ Your Company Name (if applicable) _____

*Address: _____ City _____ State ____ Zip _____

Phone: _____ Email: _____

_____ *My Address/Phone/Email Are Already on File with Iowa Process Service

Person / Corporation Being Served: _____

Service Address: _____

Additional Information (alternate address, description of person, description of vehicle, work schedules):

Documents Being Served: _____ Case No. _____

I Am Sending My Documents:

- _____ via email to info@iowaserveprocess.com
- _____ through mail / Fed Ex / UPS
- _____ dropping off at 3101 Ingersoll Avenue
- _____ pick-up requested at our office (*Des Moines only*)

Type of Service Required:

- _____ Personal or Substitute Service on a Co-Resident Over 18
- _____ Personal Service ONLY (*additional mileage and/or wait time may apply*)
- _____ Corporate Service (*serve a registered agent or an authorized person*)
- _____ Document Retrieval or Other Service (*describe in Additional Information*)

I Need Delivery By:

- _____ Regular Prompt Service (*estimated 1-3 day delivery*)
- _____ Next Day Rush Service (*guaranteed attempt the next business day*)
- _____ Same Day Rush Service (*guaranteed attempt the same day; must receive by 12:00 Noon CT*)
- _____ Special Deadline (*describe in Additional Information*)

Payment Information (call IPS for rate):

- _____ Enclosing Check with Documents Being Mailed
- _____ Call Me for Credit Card Info (*use for emailed documents*)
- _____ Invoice me (*I am an established client*)

IPS Should Advance a Witness Fee:

_____ Yes If IPS is Advancing Witness Fees,
_____ No the Amount We Are Advancing is: \$ _____

You will receive an emailed report updating you on the status of your service. Approximately 1-2 weeks later, a notarized affidavit and invoice (reflecting payment or balance due) is sent to you in the mail. ***Thanks for choosing IPS!***

Signature of Requestor: _____ Date: _____