**CHRIS MacDONALD PROCESS SERVICE**
**PROCESS SERVERS & BAILIFFS**
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**INSTRUCTION SHEET**

Your name/company: Click or tap here to enter text.

 Your address: Click or tap here to enter text.

Your phone number: Click or tap here to enter text.

Your email: Click or tap here to enter text.

Name of the person(s) and/or company(s) you want served: Click or tap here to enter text.

Type of document(s) to be served: Click or tap here to enter text.

Where they reside/are located: Click or tap here to enter text.

Where they work: Click or tap here to enter text.

Description (include photo if available): Click or tap here to enter text.

Other information that might help or assist us in locating and serving the individual(s). Phone numbers, emails, schedules, family, friends, associations and clubs, vehicle description/plates, etc.:
Click or tap here to enter text.

Please give us any further Instructions or comments you may have, such as: the documents need to be served personally, or on any adult at the residence; call first before serving; respondent may be aggressive, etc.:
Click or tap here to enter text.

Please tell us if you would like the sworn affidavit of service notarized [ ]  OR commissioned [ ]

Method of return: courier [ ]  regular mail [ ]  filed at the court house [ ]

**Please save, print and mail, or email form to us.**

**Thank you for allowing us to assist you!
**

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