

1 Service Times

Regular Service

- 7 to 10 working days for completion of service/three attempts at service.
- 7 to 14 working days for return of affidavit.

Rush Service

- Up to 4 working days for completion of service/three attempts at service.
- 5 to 7 working days for completion and return of affidavit.

2 Service and Affidavit Deadlines

To ensure that your service is completed and your documents are ready for your required court dates, we require the following two deadlines to be included on your instruction sheet:

- Deadline for Service
- Deadline for return of Affidavit

3 Available Types of Service

Personal Service

- The documents are served to the defendant/respondent only.

Service on Registered Office

- The documents are served to the registered office of the company/corporation. This option cannot be used for an individual.

Service on an Adult Member of the Household

- The documents will be served on a member of the household over 18 years of age.

Service to solicitor/lawyer

- The documents are served on the defendant's/respondent's lawyer or solicitor.

Post Documents at the Door

- The documents will be left at the door of the address provided for service

4 Retainer

A \$200 VISA/MasterCard retainer is required on all Document Service files. This retainer is applied to the invoice upon file completion.

5 Service Costs

Service Fees

Service of Documents in town	\$180.00
Fee includes up to 3 attempts, up to 75 kilometers and Affidavit of Service	
Additional Attempts at service for in town service:	\$30.00 per attempt
Service of Documents out of town	\$220.00
Fee includes up to 3 attempts, up to 150 kilometers and Affidavit of Service	
Additional Attempts at service for out of town service:	\$50.00 per attempt
Additional Parties Served, "same time & same place"	\$25.00 per party
Additional Affidavit, if required	\$25.00 per affidavit
Rush Service (first attempt in 24 hours)	\$50.00

Disbursements

• Courier Overnight within Canada One-Way	\$30.00
• Process Server Kilometers over flat fee	\$0.95 per km
• Third Party Disbursements	At Cost
Including Notary Public, Commissioner for Oaths and all other third-party costs	
• Photocopies/Dividers	\$0.25 per page

Complete this form in its entirety and submit with your \$200 VISA/MasterCard retainer form and your documents for service

Vancouver – 4508 Beedie Street, Burnaby, BC V5J 5L2
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Phone: 604 434-2448 Fax: 604 431-7202
 Website: www.ccebailiff.ca/bc

<p>Name of Person(s)/Company to be Served Name: _____ Address: _____ _____ Phone: _____</p> <p>2nd Person/Company to be Served Name: _____ Address: _____ _____ Phone: _____</p>	<p><input type="checkbox"/> REGULAR Service Deadline for Service _____ Deadline for Affidavit _____</p> <p><input type="checkbox"/> RUSH Service (additional fees incurred) Deadline for Service _____ Deadline for Affidavit _____</p>
<p>Alternate location for service <input type="checkbox"/> Work Name: _____ Address: _____ _____ <input type="checkbox"/> Other _____ _____</p>	<p>Service to be completed by <input type="checkbox"/> Personal Service only <input type="checkbox"/> Service on Registered Office <input type="checkbox"/> Service to Adult at Household (Court Order Required) <input type="checkbox"/> Service to Solicitor/Lawyer <input type="checkbox"/> Post Documents at Door (Court Order Required) <input type="checkbox"/> Substitutional Service (Court Order Required)</p>
<p>Documents to be served 1. _____ _____ 2. _____ _____ 3. _____ _____</p>	<p>Other / Special Instructions _____ _____ _____ _____ _____</p>

The Instructing Party (Customer) agrees to pay for all services performed and invoiced by Consolidated within 30 days of the invoice date. Such services will be charged at the published rate. The Customer shall pay interest on overdue amounts at a rate of 18% per annum, calculated annually, not in advance. The Customer further agrees to provide deposits or other advances for services to be performed upon the request of Consolidated.

Instructing Party (Customer) Information

Date: _____ **Your reference #:** _____ **Contact:** _____

Instructing Party (Legal Name of Company): _____

Address: _____ (Postal Code)

Phone: _____ **Fax:** _____ **Email:** _____

Signature _____
Name (please print)

MasterCard/Visa Authorization Form

Today's Date	
Card Type:	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard
Retainer Amount:	
Cardholder Name:	
Card Number:	
Expiry Date:	
Additional charges incurred	By signing below I hereby authorize Consolidated Civil Enforcement Inc. to charge the above noted credit card for invoices incurred on this file. I agree to pay these charges and understand that Consolidated Civil Enforcement Inc. will forward me copies of the same marked as paid by credit card.
Card Holder Signature:	

ATTACH PHOTOCOPY OF FRONT AND BACK OF CREDIT CARD

For CCE Office Use Only

CCE File Number: _____ Authorization Date: _____

Authorization Number: _____ Authorizing RM: _____

CCE Invoice Payment

Invoice #: _____ Invoice Amount: _____ Authorization Date: _____

Invoice #: _____ Invoice Amount: _____ Authorization Date: _____

Consolidated Civil Enforcement Inc.

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