

Document Order form

STUDENT INFORMATION

First Name		Last Name		Application or Student ID	
Email Address				Telephone Number	
Home Address				City	
Province		Country		Postal/ZIP Code	

REQUEST DETAILS

Item	Qty	Fee	Mailing Options	Qty	Fee
<input type="checkbox"/> Confirmation of Enrolment Letter Select term: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer		\$10.00	<input type="checkbox"/> Rush processing, per item		\$15.00
<input type="checkbox"/> Official Transcript		\$10.00	<input type="checkbox"/> Pick up <input type="checkbox"/> Self <input type="checkbox"/> Other _____ <input type="checkbox"/> Email to student (this option is only available for Confirmation of Enrolment letters) <input type="checkbox"/> Fax to number _____		Free
<input type="checkbox"/> Confirmation of Graduation Letter (Duplicate)		\$10.00	<input type="checkbox"/> Mail to Student (<i>address above</i>)		
<input type="checkbox"/> Degree Parchment (Duplicate)		\$25.00	<input type="checkbox"/> Regular Mail		\$5.00
<input type="checkbox"/> Letter of Acceptance (Duplicate)		\$25.00	<input type="checkbox"/> Domestic Express Mail (<i>within Canada</i>)		\$30.00
<input type="checkbox"/> Vinyl degree folder		\$25.00	<input type="checkbox"/> International Express Mail (<i>outside Canada</i>)		\$50.00
<input type="checkbox"/> Tuition Tax Receipt (T2202A) (previous years) Tax year: _____		\$5.00	<input type="checkbox"/> Mail to another institution or alternate address <input type="checkbox"/> Regular Mail		\$5.00
			<input type="checkbox"/> Domestic Express Mail (<i>within Canada</i>)		\$30.00
			<input type="checkbox"/> International Express Mail (<i>outside Canada</i>)		\$50.00
Please Note: <ul style="list-style-type: none"> Orders are mailed or available for pick up after 3:00PM, two business days from the order payment date. Orders are processed after payment has been received. Same day processing is not available. Orders with rush processing are mailed or available 24 hours from the order payment date and time. Mailing and rush fees are charged per item. 1 piece of government-issued photo identification is required for pick up. 			Institution Name or Alternate Address _____ _____ _____ Student ID at other Institution _____		
				TOTAL	\$

PAYMENT INFORMATION

Cash Debit Personal Cheque Wire Transfer Money Order
 Credit [Card Type: Visa Mastercard Amex] Card Number: _____ Expiry: ____/____/____

STUDENT SIGNATURE

Student Signature	Date
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OFFICE USE ONLY

Verified by:	Date
Payment received by:	Date