

# Elite Process Servers

88-08 Little Neck Parkway \* Floral Park, NY 11101  
Tel: 718-831-9060 \* Fax 718-831-9075

**To: Elite Court Services, Inc.**

Date: \_\_\_\_\_

PLEASE REFER TO REFERENCE # : \_\_\_\_\_ WHEN CALLING

RUSH       ROUTINE       LAST DAY TO SERVE: \_\_\_\_\_  
(Please check the Price List on our web site for the price difference. Prices on rush and routine vary.)

PLEASE SERVE ENCLOSED DOCUMENTS:

UPON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

MANNER OF SERVICE:

- IN HAND SERVICE ONLY
- SUB-SERVICE AT RESIDENCE (ANY ONE OVER THE AGE OF 16)
- POSTING AT RESIDENCE AFTER 3 ATTEMPTS, WITH MAILING  
(ATTEMPTS MUST BE SHOWN – DATE & TIME)
- SERVICE TO CORPORATE OFFICER OR MANAGING AUTHORIZED AGENT
- DO NOT NAIL & MAIL

RETURN OF SERVICE:

- USE ENCLOSED AFFIDAVIT, A MUST !!!
- USE YOUR OWN AFFIDAVIT OF SERVICE
- NOTARIZE AFFIDAVIT
- CALL WHEN SERVICE IS EFFECTED
- PLEASE FAX AN EXECUTED AFFIDAVIT TO

RETURN ORIGINAL AFFIDAVIT VIA:

- OVERNIGHT \_\_\_\_\_
- PLEASE MAIL WITHIN FIVE BUSINESS DAYS OF SERVICE

BILL US       PAYMENT ENCLOSED: \_\_\_\_\_       QUOTED BY: \_\_\_\_\_

ANY QUESTIONS OR PROBLEMS PLEASE CALL OUR OFFICE AT 718-831-9060.  
WE WILL BE GLAD TO ASSIST YOU, THANK YOU !!

**To all attorneys: Please do not assume that we have received your documents. It is up to the attorney to call our office to verify that we have received your documents. We are not responsible for documents that we never receive.**