

MESSENGER SERVICE REQUEST

() Retainer () Non-Retainer



UNITED
ATTORNEY SERVICE

P.O. Box 6371
Alhambra, CA 91802-6371
Telephone: 626.289.8800 | Fax: 626.289.8860
www.aunited.com | info@ aunited.com

CLIENT INFORMATION	
Customer Number	Date
Firm Name	
Firm Address	
City/State/Zip	
Attorney Name	
Attorney Bar Number	
Contact Name	
Telephone	File Number
Fax	

CASE INFORMATION			
() Unlimited	County		() Civil
() Limited	Court/Branch		() Criminal
() District	Case Number		() Family
() Bankruptcy	Case Name		() Probate
() Other:	Documents		() Small Claims

DELIVERY INFORMATION	
() Documents	
() Envelope	
() Boxes	Quantity Size/Weight
() Other:	

LOCATION FOR PICK UP	LOCATION FOR DELIVERY
Contact Name	Recipient Name
Business Name	Business Name
Address	Address
City/State/Zip	City/State/Zip
Telephone Number	Telephone Number
Hours	Hours
Type of Location () Business () Home	Type of Location () Business () Home

TYPE OF SERVICE	SPECIAL INSTRUCTIONS
() On Demand (by a specific time)	
() On Demand Roundtrip	
() Rush (same day)	
() Rush Roundtrip	
() Regular	
() Regular Roundtrip	

FOR A-UNITED USE ONLY	
Date Received	Messenger Service Fee \$
Date Delivered Time Delivered	Other Fees: \$
Person Delivered To	
Spoke with at Firm	Total \$
Notes:	Invoice Number

TERMS
This form must be attached when submitting a request to A-United. It is the customer's responsibility to prepare a new request form and attach it to their assignments accordingly. By submitting this request, you agree to our terms and conditions, which have been outlined in your client contract.