

# Milton Keynes Legalisation Service

## Legalisation Terms and Fees for Members of the

### **Public** Amended 01/01/2021

Please read these brief terms before sending us work.

- Assuming that your documents have been certified by a Notary Public where necessary, or by a Public Official, and otherwise and meet F.C.O. requirements, we will act as your agents and take them to the F.C.O. Legalisation Office at Norfolk House, Milton Keynes to be dealt with under the F.C.O. 24 hour Drop In Business Service; collect them the next working day with the Apostille, and post them back to you by Recorded Delivery or elsewhere as you wish. Time however shall not be of the essence.

Please use our downloadable order form.

- Our all inclusive fees are £66.00 for your first document, £102.00 for 2 documents, £138.00 for 3 documents, £174.00 for 4 documents and £210.00 for 5 documents, etc. and **these VAT inclusive prices include the F.C.O. fee of £30.00 per document, and "Signed For" return postage and packing in the UK.**

If you have 5 - 10 documents the prices are shown on the Order Form. We will quote for more.

- U.K. Special Delivery is £14.00 in addition to our standard fees.
- If you wish us to post your documents abroad, in addition to our standard fees we can do so by International "Signed For" **£14.00**; We can send by DHL courier to EU Europe **£38.00**; to Non EU Europe **£40.00**; to the USA, Mexico and Canada **£42.00** and to the rest of the world **£50.00**.

Any documents which do not meet the F.C.O. requirements will be returned to you, and we will try and assist you to have the problem rectified. If this is not possible, the F.C.O. fee of £30.00 alone will be refunded.

Payment must be made in advance and we can only accept payment through **PayPal** via our website.

All orders may be cancelled by telephone or email prior to 12.00 noon after the day of posting. A charge of £8.00 will be levied for the cost of return posting of your document(s) by Recorded Delivery.

We shall not be responsible for any loss or damage caused by our services, directly or indirectly above the level of our own fees, and in employing us you agree that this is reasonable.

While we will try and assist you with problems, we accept no responsibility for the validity of your documents.

### **DATA PROTECTION**

**Other than retaining a copy of your invoice, we do not store your details beyond 2 months, nor do we give any information about you to anyone other than the Foreign and Commonwealth Office in the course of having your documents legalised.**