

## DOCUMENT ORDER FORM (OWNER / REALTOR)

\* In addition to mail and fax, signed order forms can be submitted by email to [records@wynford.com](mailto:records@wynford.com)

You may order electronic copies of documents (.pdf) by placing your order through **eStrataHub**.

\*\*\* Orders received after 2:00 pm will be considered received the following business day. \*\*\*

Documents ordered using this form will be produced in **hard copy** for pick-up at the address above. We will respond to your order the same day it is received to confirm the details of the order and the date of pick-up. We will call to confirm once the order is ready for pick-up **at or before 2:00 pm on the day of pick-up** per the services listed.

REGULAR SERVICE		RUSH SERVICE (for pick-up after 2:00 pm)		
+5 BUSINESS DAYS (1 WEEK)		+3 (or +4) BUSINESS DAYS	+2 BUSINESS DAYS	NEXT BUSINESS DAY
FORM F	<input type="checkbox"/> \$15 + Tax	<input type="checkbox"/> \$15 + \$75 = \$90 + Tax	<input type="checkbox"/> \$15 + \$100 = \$115 + Tax	<input type="checkbox"/> \$15 + \$125 = \$140 + Tax
FORM B**	<input type="checkbox"/> \$35** + Tax	<input type="checkbox"/> \$35 + \$75 = \$110** + Tax	<input type="checkbox"/> \$35 + \$100 = \$135** + Tax	<input type="checkbox"/> \$35 + \$150 = \$185** + Tax

\*\* Photocopy charges for Form B attachments (25c/pg) will be added to the price of all Form B's.

REGULAR SERVICE		RUSH SERVICE (for pick-up after 2:00 pm)		
+10 BUSINESS DAYS (2 WEEKS)		+3 (to +9) BUSINESS DAYS	+2 BUSINESS DAYS	NEXT BUSINESS DAY
Regular charge: 25c/pg + Tax		<input type="checkbox"/> +\$20 + Tax	<input type="checkbox"/> +\$40 + Tax	<input type="checkbox"/> +\$60 + Tax
<input type="checkbox"/> <b>BYLAWS</b>	If ordering BYLAWS ONLY, then Rush charges will only be added for orders requested in less than one (1) week.			
<input type="checkbox"/> <b>FINANCIAL STATEMENTS</b>	Financial Statements include Balance sheets and Budget comparisons for Operating and Contingency accounts for the most recent month produced, unless otherwise specified.			
<b>MINUTES</b>		When ordering Minutes, please indicate which range of dates or attach a separate list of required Minutes. Minutes older than 2 years may not be available for RUSH orders – please call to confirm availability.		
<input type="checkbox"/> 1 YEAR <input type="checkbox"/> 2 YEARS <input type="checkbox"/> OTHER (PLEASE SPECIFY)				
<input type="checkbox"/> <b>STRATA PLAN</b>	If available; strata plans are provided for the Strata Corporation, not individual lots.			
<input type="checkbox"/> <b>ENGINEER REPORT</b>	If available.			
<input type="checkbox"/> <b>OTHER (PLEASE SPECIFY):</b>				

**UNIT DETAILS:** STRATA PLAN: \_\_\_\_\_ STRATA LOT: \_\_\_\_\_ PARCEL ID: \_\_\_\_\_

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

DOCUMENTS ORDERED FOR:     SALE             REFINANCING             OTHER

OWNER'S NAME(S): \_\_\_\_\_

**DOCUMENTS ORDERED BY:** \_\_\_\_\_ **COMPLETION DATE (if known):** \_\_\_\_\_

registered Owner of the unit above, or

Agent authorized by an Owner and entitled to receive the documents ordered (**proof of authorization attached**).

**I agree to pay the document fees as indicated above.** [Payment must be received at the time of pick-up and may be made by CASH (in exact change) or by CHEQUE (payable to "The Wynford Group") or by VISA, MASTERCARD or DEBIT (cardholder must pick-up in person).]

If the Owner or authorized Agent cannot pick-up in person, you must provide **written authorization** for someone else to pick-up on your behalf.

Further, I understand that any personal information provided above is for the purposes of complying with legal requirements, identification and communication, and ensuring the orderly management of the strata corporation. I hereby authorize The Wynford Group to collect, use and disclose the personal information disclosed above for these purposes.

NAME: \_\_\_\_\_ COMPANY: \_\_\_\_\_

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

PHONE #: \_\_\_\_\_ CELL #: \_\_\_\_\_ FAX #: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE