

DOCUMENT ORDER FORM (OWNER / REALTOR)

* In addition to mail and fax, signed order forms can be submitted by email to 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 + \$135 = \$150 + Tax	<input type="checkbox"/> \$15 + \$175 = \$190 + Tax	<input type="checkbox"/> \$15 + \$250 = \$265 + Tax
FORM B**	<input type="checkbox"/> \$35 + Tax	<input type="checkbox"/> \$35 + \$135 = \$170 + Tax	<input type="checkbox"/> \$35 + \$175 = \$210 + Tax	<input type="checkbox"/> \$35 + \$250 = \$285 + 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"/> BYLAWS	If ordering BYLAWS ONLY, then Rush charges will only be added for orders requested in less than one (1) week.			
<input type="checkbox"/> FINANCIAL STATEMENTS	Financial Statements include Balance sheets and Budget comparisons for Operating and Contingency accounts for the most recent month produced, unless otherwise specified.			
MINUTES	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"/> STRATA PLAN	If available; strata plans are provided for the Strata Corporation, not individual lots.			
<input type="checkbox"/> ENGINEER REPORT	If available.			
<input type="checkbox"/> OTHER (PLEASE SPECIFY):				

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