

DOCUMENT ORDER FORM – Lawyers & Notaries Public

Please complete and return to our office via fax 604-987-9045 or email (admin@cccm.bc.ca).

Documents will be prepared within one week upon receipt of your order and available for pick-up or by e-mail/fax, unless expedited service is requested below. Orders received after 5 pm will be counted as received the following day. Same day rush orders received after 2 pm will be processed the following business day. **Telephone orders are not acceptable.**

Today's Date: _____	File Reference: _____
Strata Plan Number: _____	Unit Number: _____ PID: _____
Legal Description: _____	Completion Date: _____
Name of Seller: _____	
Name of Buyer: _____ (Indicate full name and all names going on title)	Phone Number of Buyer: _____
Address of Buyer: _____	
Name of legal firm: _____	Contact Person: _____
Address: _____	
Phone: _____	Fax: _____ Email: _____
Please Select Your Order & Service: Form B: <input type="checkbox"/> \$35.00 plus \$0.25/page	
Information Request (COOPs): <input type="checkbox"/> \$35.00 plus \$0.25/page	
Form F: <input type="checkbox"/> \$15.00	
Orders will be prepared within one week upon receipt of your written order in our office by return fax. Please select level of service:	
Same Business Day Processing:	<input type="checkbox"/> \$350.00 per Order - plus all regular fees
2 Business Days Processing:	<input type="checkbox"/> \$250.00 per Order - plus all regular fees
3-4 Business Days Processing:	<input type="checkbox"/> \$180.00 per Order - plus all regular fees
5-6 Business Days Processing:	<input type="checkbox"/> \$150.00 per Order - plus all regular fees
7 Days – Standard Order	<input type="checkbox"/> Regular Charges Apply (Form B \$35.00, Form F \$15.00, \$0.25/page)
Document Delivery Charge	<input type="checkbox"/> \$5.00 E-mail Delivery <input type="checkbox"/> or Fax Delivery <input type="checkbox"/>
if not selected our office will assume the order will be picked up.	
*All fees plus GST	
<u>ORDERS WILL BE COMPLETED BEFORE 5PM ON THE DAY THEY ARE DUE</u>	
<u>Payment options: Cheque, Visa, Mastercard</u>	

Information collected under this request will be used by C&C for the purposes of identification and communication, processing payments, responding to emergencies, management of the Strata Corporation, and compliance with applicable laws and may be used to market its products and services.

We acknowledge and agree to pay the charges according to the fee schedule selected. _____

Print Name _____ Signature _____

04/16/2019

To be completed by C & C Property Group Ltd.

Undertaking requested	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Undertaking Received	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Holdback Requested	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Moved in/out	In <input type="checkbox"/>	Out <input type="checkbox"/>	Move in/out fees charged	In <input type="checkbox"/>	Out <input type="checkbox"/>	Accounting Info Pulled	Yes <input type="checkbox"/>	No <input type="checkbox"/>