



Baechler Investigative Services
 Litigation Support Division
 4910 70th St. – San Diego, CA 92115
 (619) 303-0360 Fax: (619) 464-5651 Email: process@bisinc.us

WORK ORDER NUMBER

SPECIAL PICKUP OR DELIVERY REQUEST

RUSH
 Extra charges apply on Rush & Priority

DO NOT USE THIS FORM FOR COURT FILING OR PROCESS SERVICE REQUEST

DATE _____	<input type="checkbox"/> PRIORITY Deliver within 24 hours <input type="checkbox"/> REGULAR (24-72 Hours)	DELIVER <input type="checkbox"/> AM <input type="checkbox"/> PM
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RECEIVED BY: _____
 Signature _____

SPECIAL PICKUP FROM:

Name: _____
 Company or Firm: _____
 Address: _____
 City _____ State _____ Zip _____
 Email: _____
 Fax Number: _____ Phone Number _____

CASE NAME _____

DOCUMENTS OR DELIVERY ITEM(S):

DATE: _____ TIME: _____

DELIVER TO:

Company or Firm: _____
 Attention: _____
 Address: _____
 City _____ State _____
 Zip _____

Signature Required – Provide Description if signature refused
 PERSONAL DELIVERY REQUIRED (May involve extra fees if return trip(s) required)
 Deliver to Apparent Person in charge or receptionist
 Evidence Delivery (Rules of evidence apply)

Comments: _____

Net 10 days, Overdue at 30 days. 1.5 % late fee charged monthly on unpaid balance.
 Signature of authorized representative of law firm, pro per or other agency requesting service _____

BIS OFFICE USE:

Time/Date Received	Assigned To:	1 st Attempt time/date	2 nd Attempt Time/date	3 rd Attempt time/date
4 th attempt time/date	1st Client update time/date	2nd Client update time/date	3rd Client update time/date	4th Client update time/date