



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: _____

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