

PRONTO PROCESS SERVICE, INC.,
PO BOX 1194, PASCO, WA 99301, (509) 547-1122
E-MAIL PRONTOPROCESSSERVICE@GMAIL.COM

REQUEST FOR SERVICE

REQUESTED BY:
PHONE NUMBER:
ADDRESS:

DATE:
COURT:
PLAINTIFF:
DEFENDANT:

DO TODAY RUSH ROUTINE LAST DAY TO SERVE _____

PLEASE: SERVE FILE SERVE THEN FILE FILE THEN SERVE

DOCUMENTS: LIST EXACTLY AS IT SHOULD APPEAR ON AFFIDAVIT OF SERVICE

SERVE: LIST EXACTLY AS IT SHOULD APPEAR ON AFFIDAVIT OF SERVICE

RESIDENCE ADDRESS:

BUSINESS ADDRESS:

PHONE NO.

PHONE NO.

DESCRIPTION: **AGE:** **SEX:** **RACE:** **HGT:** **WGT:** **HAIR COLOR:** **GLASSES? Y N**

IMPORTANT!! SERVICE MUST BE MADE IN THE MANNER CHECKED BELOW:

PERSONAL SERVICE: BY PERSONALLY DELIVERING COPIES TO THE PERSON BEING SERVED.

SUBSTITUTE SERVICE; BY PERSONALLY DELIVERING COPIES TO THE HOUSE OR USUAL PLACE OF ABODE OF THE PERSON BEING SERVED. PERSON RECEIVING DOCUMENTS MUST BE AT LEAST _____ YRS OF AGE AND SHOULD BE INFORMED IN THE GENERAL NATURE OF THE DOCUMENTS.

POSTING ON PREMISES: POST IN A CONSPICUOUS PLACE ON PREMISES AND TAKE 2 PHOTOS OF POSTING AND NOTING CONDITION OF PROPERTY.

CORPORATE SERVICE: BY SERVING A REGISTERED AGENT OR PERSON AUTHORIZED TO ACCEPT ON BEHALF OF THE CORPORATION.

SPECIAL INSTRUCTIONS: