

### DOCUMENT ORDER FORM – Lawyers & Notaries Public

Please complete and return to our office via fax or email ([info@cccm.bc.ca](mailto:info@cccm.bc.ca)).

Documents will be prepared within one week upon receipt of your order and available for pick-up by your courier, 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: \_\_\_\_\_ Phone Number of Buyer: \_\_\_\_\_  
 (Indicate full name and all names going on title)  
 Address of Buyer: \_\_\_\_\_  
 Name of legal firm: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Please Select Your Order & Service:

|                |                          |                          |
|----------------|--------------------------|--------------------------|
| <b>Form B:</b> | <input type="checkbox"/> | \$35.00 plus \$0.25/page |
| <b>Form F:</b> | <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 Charges (if none selected our office will assume the order will be picked up):

|                        |                          |        |
|------------------------|--------------------------|--------|
| FAX COMPLETED FORMS:   | <input type="checkbox"/> | \$5.00 |
| MAIL COMPLETED FORMS:  | <input type="checkbox"/> | \$5.00 |
| EMAIL COMPLETED FORMS: | <input type="checkbox"/> | \$5.00 |

\*All fees plus GST

**ORDERS WILL BE COMPLETED BEFORE 5PM ON THE DAY THEY ARE DUE**

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

2016-11-01

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"/> |