



*Extraordinary Courier & Attorney Services for Extraordinary People!*

## Web Services Request Form—*Messenger/Delivery Services*

(This is a 'fillable' PDF form)

Firm Name: \_\_\_\_\_

Authorized Representative (Req.) \_\_\_\_\_

Please Print

Authorized Rep. Email Address (Req.) \_\_\_\_\_

Full Address: \_\_\_\_\_

Phone No. \_\_\_\_\_ Ext. \_\_\_\_\_ Fax No. \_\_\_\_\_

### *Choose your user name and password*

User Name Requested: \_\_\_\_\_

(Maximum of 20 letters and/or numbers) (Note: User name & passwords are not case sensitive!)

Password Requested: \_\_\_\_\_

(Maximum of 20 letters and/or numbers) (Note: User name & passwords are not case sensitive!)

Initial here to access to On-Line delivery status & On-Line ordering of delivery services.

By initialing this section, you acknowledge that you are responsible for all delivery requests and fees incurred as well as the dissemination of all information accessed by all persons you have given access to your account via your user name and password.

Initial here to access On-Line delivery status only!

By initialing this section, you acknowledge that you are responsible for the dissemination of all information accessed by all persons you have given access to your account via your user name and password.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Amstar Express, Inc. will keep our copy of this form in a secure location and will not be readily available to all Amstar Express, Inc. staff members. For your security, your password is blocked on our entry screens. Should you need to change/modify your user name and/or password, it will be necessary to submit another authorization form. Please keep a copy of this form for your records and keep in a secure place.

**Once completed, please fax this form to 805-777-1115 or**

***Send your information via email to [clientcare@amstarexpress.com](mailto:clientcare@amstarexpress.com)! Thank you!***

A representative will contact you via e-mail or phone to confirm your access and give you easy instructions.