

CREDIT CARD INFORMATION

What you need to know:

1. We accept Visa, MasterCard, American Express and Discover.
2. We cannot accept debit cards unless they have one of the accepted credit card logos on the front.
3. You must present appropriate I.D. that matches the name on the card.
4. A service fee will be charged on the purchase of [copies and certifications](#). Please see the access fee chart for a complete breakdown.
5. We will only be able to refund service fees if the transaction is voided with our office by the end of the same business day as the charge was made.

Service Fee

Price Range	Service Fee
\$0.00 to \$49.99	\$2.50 flat rate per order
\$50.00 to \$99.99	\$4.00 flat rate per order
\$100.00 to \$199.99	\$5.50 flat rate per order
\$200.00 to \$299.99	\$8.25 flat rate per order
\$300.00 to \$399.99	\$11.00 flat rate per order
\$400.00 to \$499.99	\$13.75 flat rate per order
\$500.00 to \$599.99	\$16.50 flat rate per order
\$600.00 to \$699.99	\$19.25 flat rate per order
\$700.00 to \$799.99	\$22.00 flat rate per order
\$800.00 to \$899.99	\$24.75 flat rate per order
\$900.00 to \$999.99	\$27.50 flat rate per order
\$1,000.00 and over	2.75% of order