

We have worked hard to make our booking process easier and quicker for you.

Benefits to you:

You can now book directly from your customer portal on elitemagiccircle.com. No need to visit forms on eliteconsular.

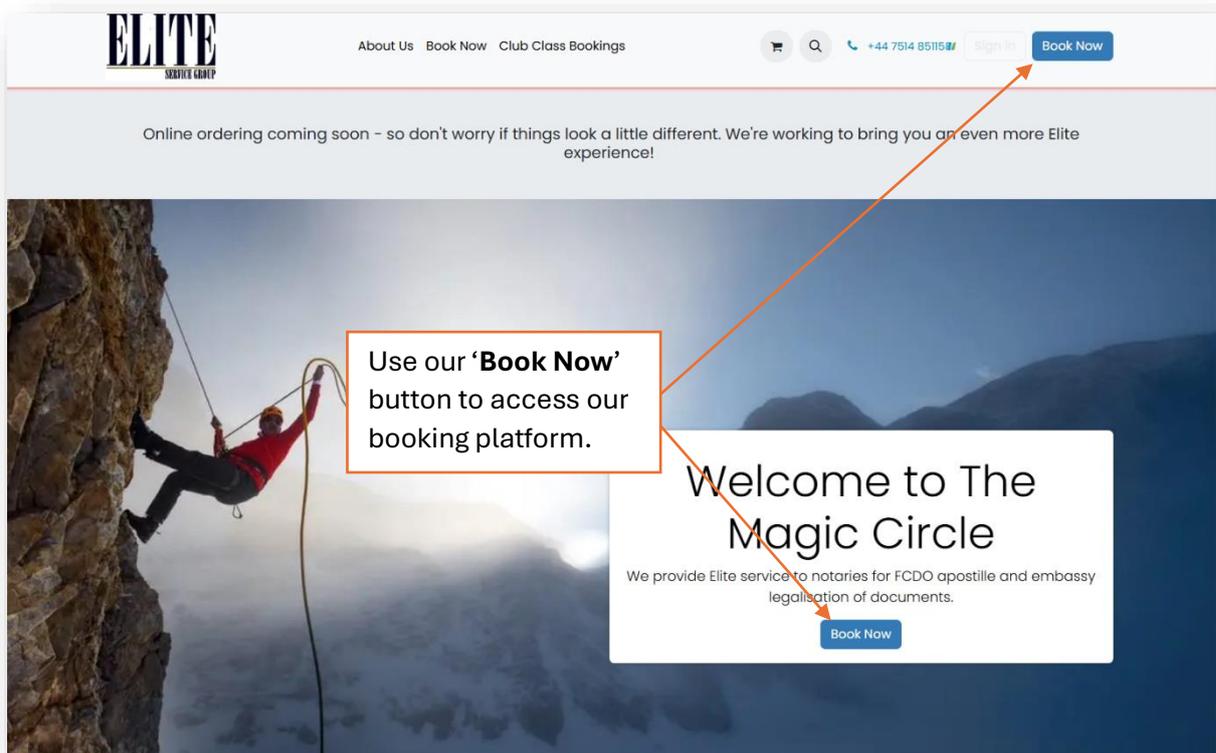
You can repeat previous orders, save addresses, and much more.

We have reduced the number of fields you need to fill out each time, as the platform will remember your name and billing address from previous orders. You can save multiple addresses for different offices, or colleagues.

Your booking will appear automatically as a quotation in your customer portal as well as being emailed to you. You no longer have to wait for us to manually upload your booking to your portal.

You can message us directly with any changes, queries or requests in your portal. No need to type a separate email or Whatsapp message.

**How to Book:**



**Speed of Service**

- 24 hour service
- 48 hour service
- 72 hour service
- 5 day service
- Postbuster economy service

**Document Collection Options**

- Courier Collection Central London
- Courier Collection Outer London
- Courier Collection from Home Address
- Royal Mail Special Delivery Post In to PO Box

**Document Return Options**

- Courier Return Central London
- Courier Return Outer London
- Courier Return Within UK
- Royal Mail Special Delivery Return
- International Airswift Return - price depends on destination country

**Embassy**

- UAE
- Qatar
- Egypt
- Saudi
- Jordan
- Thailand

**FCDO Apostille Fee**  
Charge by UK Foreign, Commonwealth and...  
£ 40.00

**Elite Apostille Service Speed**  
Please choose your service processing speed for FCDO...  
£ 0.00

**Document Collection Options**  
£ 0.00

**Document Return Options**  
£ 0.00

**Embassy Legalisation - Commercial Document**  
Additional legalisation (after FCDO apostille) for commercial...  
£ 0.00

**Embassy Legalisation - Personal Document**  
Additional legalisation after FCDO apostille for personal...  
£ 0.00

If you have a document requiring embassy legalisation, please click on whether it is commercial or personal. The product page will then have a list of embassy options you can select, before adding to your cart. If the embassy you want is not listed, please call us.

Either click on the product, or hover your mouse over it, to see the 'Add to Cart' button.

Each booking will need a minimum of:

- 1 FCDO Apostille fee
- 1 choice of service speed
- 1 document collection option
- 1 document return option

**Add to cart**

**Product**

**FCDO Apostille Fee**  
Charge by UK Foreign, Commonwealth and Development Office for apostille per document  
£ 40.00

Quantity:  1  Price: £ 40.00

**Total: £ 40.00**

**Available Options:**

**Document Collection Options (Courier Collection Central London)** £ 10.50

**DOCUMENT COLLECTION OPTIONS**

- Courier Collection Central London + £ 10.50
- Courier Collection Outer London + £ 15.00
- Courier Collection from Home Address + £ 25.00
- Royal Mail Special Delivery Post In to PO Box + £ 10.50

**Document Return Options (Courier Return Central London)** £ 10.50

**DOCUMENT RETURN OPTIONS**

- Courier Return Central London + £ 10.50

Adjust how many documents you wish to have apostilled, before adding to your cart.

You can now proceed to add your collection, delivery and service speed choices directly to your cart in three easy clicks, instead of navigating through multiple webpages.

When finished, click 'Proceed to Checkout'.

## Checkout Process:

Once you have clicked 'Proceed to Checkout', your page will look like this. Please review your booking at this stage to ensure you have the desired number of documents selected, along with the correct service speed, collection, and return options.

Review Order > Shipping > Extra Info > Payment

### Order overview

 <b>FCDO Apostille Fee</b> Charge by UK Foreign, Commonwealth and Development Office for apostille per document Option: Document Collection Options (Courier Collection Central London) Option: Document Return Options (Courier Return Central London) Option: Elite Apostille Service Speed (24 hour service) Remove	- 1 + <b>£ 40.00</b>
 <b>Document Collection Options (Courier Collection Central London)</b> Option for: FCDO Apostille Fee Remove	- 1 + <b>£ 10.50</b>
 <b>Document Return Options (Courier Return Central London)</b> Option for: FCDO Apostille Fee Remove	- 1 + <b>£ 10.50</b>
 <b>Elite Apostille Service Speed (24 hour service)</b> Please choose your service processing speed for FCDO apostille of documents. Option for: FCDO Apostille Fee Remove	- 1 + <b>£ 65.00</b>

Subtotal	£ 126.00
Taxes	£ 17.20
<b>Total</b>	<b>£ 143.20</b>
<a href="#">Sign In &gt;</a>	
or	
<a href="#">&lt; Continue shopping</a>	

The first time you start the checkout process, if you are not already signed in to your portal, the system will prompt you to do so.

Next, you fill in your contact details. If the document is at a different address to your location, you can input this on the next page. Your portal will save your details to use thereafter.

Review Order > **Shipping** > Extra Info > Payment

## Invoice address

Managing Notary (full name)

Jane Smith

Notary Email

jsmith@janessmithnotary.co.uk

Notary Phone Number

123456987

Address Line 1

10 Downing Street

Address Line 2

City

England

Postcode

SW1A 2AB

Country

United Kingdom

County

London

[< Discard](#)

[Save address >](#)

Complete the remainder of the booking form:

Review Order > Shipping > **Extra Info** > Payment

Booking Details:

Name of Company \*

Your firm/business name

Document Name - Applicant \*

Name(s) on/owner of document

Matter Reference (Type of Document) \*

e.g. Power of Attorney

No of Documents for FCDO Apostille \*

No of Documents for Embassy Legalisation

Which Embassy Do You Require?

If more than one, please list all

Date of Collection/Posting \*

To deliver documents to our PO Box, please ONLY use Royal Mail Special Delivery.

RMSD Tracking Number

Collection Address \*

Return Address for Completed Apostilled Documents \*

Please flag to us here if you do not yet know the return address.

Contact Phone for Return Address \*

Please flag to us here if you do not yet know the return number, especially for international returns.

Copy of International Tax Reference

Taxes	£ 17.20
<b>Total</b>	<b>£ 143.20</b>

< Return to shipping

Continue checkout >

### Checkout:

Review Order > Shipping > Extra Info > **Payment**

### Confirm order

**Billing:** 10 Downing Street, England, London, SW1A 2AB, United Kingdom 

#### CHOOSE A PAYMENT METHOD

Bank Transfer 

Check your billing address is correct, accept the terms, and check out. You do not have to pay anything until we issue an invoice, as usual.

**Order summary** 

4 item(s) - £ 143.20

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Subtotal £ 126.00  
Taxes £ 17.20

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**Total £ 143.20**

I agree to the terms & conditions

[Pay now](#)

or

[Back to cart](#)

### Completed Booking screen:

Thank you for your order.

 Print

#### Payment Information

Bank Transfer

**Total: £ 143.20**

Please use the following transfer details

**Bank Accounts**

Santander Bank  
Account No: 25116517  
Sort Code: 09-01-29

Account Name: Schengen Office (London) Limited

**Communication:** S00084

**Billing & Shipping:** 10 Downing Street, England, London, SW1A 2AB, United Kingdom

**Order summary** 

4 item(s) - £ 143.20

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Subtotal £ 126.00  
Taxes £ 17.20

---

**Total £ 143.20**

### Your Portal:

**Genevieve Carnell**  [Book Now](#)

 My Account

 Logout

To see your booking, go to your portal account.

## My Magic Circle account

Your booking will be a quotation after submission. When we process your booking, it becomes a sales order. You will receive an email update of this.

**2 Quotations to review**

**Sales Orders**  
Follow, view or pay your orders

**Your Invoices**  
Follow, download or pay your invoices

**Tasks**  
Follow and comments tasks of your projects

**Addresses**  
Add, remove or modify your addresses

**Connection & Security**  
Configure your connection parameters

You can check the details of your booking by clicking on the quotation #, which will take you to a page like this:

🏠 / Quotations Sort By: Order Date ▾

Quotation #	Quotation Date	Valid Until	Total
S00084	10/12/2025 14:32:51	09/01/2026	£ 143.20
S00058	24/06/2025 12:44:18	24/07/2025 <span style="color: red;">ⓧ Expired</span>	£ 82.00

£ 143.20

[Sign & Pay](#)  
[View Details](#)

Quotation - S00084  
Communication history

Powered by adoo

### Quotation - S00084

#### Sale Information

**Date:** 10/12/2025  
**Expiration Date:** 09/01/2026

#### Invoicing and Shipping Address

Genevieve Carnell  
10 Downing Street  
England  
London  
SW1A 2AB  
United Kingdom  
123456987

Products	Quantity	Unit Price	Taxes	Amount
FCDO Apostille Fee Charge by UK Foreign, Commonwealth and Development Office for apostille per document Option: Document Collection Options (Courier Collection Central London) Option: Document Return Options (Courier Return Central London) Option: Elite Apostille Service Speed (24 hour service)	1.00 Units	40.00	Zero rated sales	£ 40.00
Document Collection Options (Courier Collection Central London) Option for: FCDO Apostille Fee	1.00 Units	10.50	20%	£ 10.50
Document Return Options (Courier Return Central London) Option for: FCDO Apostille Fee	1.00 Units	10.50	20%	£ 10.50
Elite Apostille Service Speed (24 hour service) Please choose your service processing speed for FCDO apostille of documents. Option for: FCDO Apostille Fee	1.00 Units	65.00	20%	£ 65.00
<b>Untaxed Amount</b>				£ 126.00
TAX 0% on £ 40.00				£ 0.00

### Communication history

There are no comments for now.

Write a message...



Your quotation will contain the options selected during checkout. If you wish to make any changes, just scroll down and message us in the communication history section.

You will receive email confirmation of your booking in the following format. If you wish to make changes, you can also reply directly to this email.

 Schengen Office (London)  
Limited

[View Quotation](#)

S00085  
£ 143.20  
Expires on 01/09/2026

Hello,

A payment with reference S00085 amounting £ 143.20 for your order S00085 is pending. Your order will be confirmed once the payment is confirmed.

Email: gencarnell@yahoo.co.uk  
Customer: Genevieve Carnell  
Phone: 123456987  
Name of Company: Nestle  
Document Name - Applicant: Jane Smith  
Matter Reference (Type of Document): Delicious Chocolate Co Ltd  
No of Documents for FCDO Apostille: 1  
No of Documents for Embassy Legalisation: 0  
Which Embassy Do You Require?  
Date of Collection/Posting: 2025-12-11  
RMSD Tracking Number:  
Collection Address: 10 Downing Street London  
Return Address for Completed Apostilled Documents: 10 Downing Street London  
Contact Phone for Return Address: 0123654789  
Copy of International Tax Reference:

Do not hesitate to contact us if you have any questions.

Thank you for your trust!  
Do not hesitate to contact us if you have any questions.

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Schengen Office (London) Limited

+44 20 3745 9798 | processing@eliteconsular.co.uk | http://www.eliteconsular.co.uk

Powered by [Odoo](#)

## FAQs:

### **I can't see my booking details on my Quotation/Sales Order, why is this?**

All your booking details are safely stored in 'Tasks', don't worry! You will also be emailed a copy of your booking details a few minutes after you submit to us.

### **What's the difference between a Quotation and a Sales Order – does it matter for my booking?**

A Quotation means we can still tweak your booking – this is in case you've had a client change their mind, made a mistake, or need any other last minute adjustments. The difference doesn't matter for your service, it just give you (and us) more flexibility to alter details as needed.

### **So, I can't change anything after it's a Sales Order?**

With an Elite service, you can change anything at any time – just message us. All this means is the details you change won't always be reflected in your portal.

### **Oh no! I forgot to put some details in about my booking – what do I do?**

No need to panic! Just message us as soon as you realise, either on your portal or via email/Whatsapp. We'll take care of the rest.

### **What if I don't know yet where a document needs to be returned to?**

Please indicate this by leaving us a note in the field for the document return address.

**What if I'm not sure how many documents need an apostille?**

Book for the minimum number you're sure of, and then tell us about any changes. We will update your booking for you.

**What if I am not sure if a document needs to be apostilled before embassy submission?**

You can contact us to check before placing an order. However, if things are urgent, submit your booking first so we can start planning, then send us a message about the resulting quotation with some details. We will be ready to assist you at all times.

**How can I book multiple documents at once?**

Simply increase the number of 'FCDO Apostilles' and 'Elite Service Speed' you add to your cart to match the number of documents you have. We suggest continuing to make separate bookings for separate clients.

**What do I do if I have some documents in an order with different service speeds? How do I tell you which is which?**

You can either submit two (or more) bookings, or send us a message on your portal about your quotation with details of which document(s) should be processed at which speed(s).

**What do I do if I need to cancel a booking?**

Please contact us as soon as possible via your portal, email or Whatsapp.

**What do I do if I need to change some details (e.g. collection address) in my booking?**

Send us details of what you would like to change via your portal, email or Whatsapp.

**How long will it take before I receive my confirmation email of my booking, and can I see my booking in my customer portal?**

You will receive your confirmation email within a few minutes of submitting your booking. As soon as you click submit, your booking will appear in 'quotations'. Once we have confirmed it on our side, it will appear in 'Sales Orders' and 'Tasks'.

**My booking has disappeared from Quotations, what's happened?**

It is still in your portal, it's just moved to being a Sales Order once we have confirmed the details on our side.

**Why do you issue a Quotation, then a Sales Order? Why not give me a Sales Order straight away?**

This is to allow you maximum flexibility and convenience in changing any part of your booking for as long as possible. For embassy legalisation, this also gives us the opportunity to confirm embassy pricing for you and avoid confusion. Embassy prices are subject to change at very short notice, and may not always be up to date on the embassy's website.