



COPY AND LEGALIZED DOCUMENT REQUEST FORM

Form No: (official use only)

Name :
 Current/Exit Grade & Year :
 Purpose :

Document requested

- Report Card : Gr. to Gr.
 - Copy only : copies
 - Legalized only : copies
 - Copy and Legalized : copies
- Certificate :
 - Copy only : copies
 - Legalized only : copies
 - Copy and Legalized : Copies

Services Fees

- Copy : Rp 500/page
- Legalized : Rp 5000/page
- Copy and Legalized : Rp 5500/page

Payment method:

[] **Cash.** Payment at school shop.

[] **Transfer.**

- Yayasan Dian Anugerah Lestari, BCA Citi Tower, Jakarta. Acc. 319.302.5672 (Rupiah).

- Please fax the bank transfer slip to **02184597180** or email to: finance@acsjakarta.sch.id

Note:

- Processed within 3 working days.
- School will process the requested documents after receiving the payment

Requested by

Processed by

(Applicant / Date)

(Admin Primary/Secondary)