

# How to Complete the eService Request

**1**  
Contact Information

**2**  
Service and/or Item Requested

**3**  
Service Return Details

**4**  
Service and/or Item Requested

**5**  
Internal Use Area/Rejection Information

**Service Request**

Name   I have an LTO Firm No.  I do not have an LTO Firm No.

Address

LTO Account No.

City  Province  LTO Firm No.

Country  Postal Code  LTO Box No.

Contact Person  Your File No.

E-Mail  Return Documents Via

Telephone +    Extension

1.  Number  Rush

Description  Attached  or

Comments (Internal Use Only)

Authorization/Receipt Number  Tx Number