

Deliverables You Receive — Intake (Kosovo)

Tell us how you want the final package: decision/certificate, receipts, memo, and reminders—format, language, and recipient.

Three Baby Steps

- 1) Intake and checklist – You choose what you need: copies of the decision/certificate, stamped receipts, a plain English memo, and a renewal calendar.
- 2) We compile and deliver – We scan, label, and send the full package; arrange originals or courier; and set up calendar reminders if requested.
- 3) You receive the package – Clear PDF folder + optional hard copies and an .ics calendar file with renewal dates. Timelines (typical): digital package within 24 hours after decision; courier 1–3 days; translations 1–3 days. We confirm the ETA at intake.

1. Client and contact

Company or individual name:

Contact person:

Phone:

Email:

Preferred language: English Albanian Serbian

2. Delivery scope and recipients

Decision/certificate	Renewal/filing calendar (.ics / Excel)
Filing receipts / stamped submissions	Return of originals (courier or pickup)
Plain English memo (summary & next steps)	Translations (if requested)
Scans of originals (PDF)	Apostille/legalization copies

Memo language: English Albanian Serbian

Format & delivery: Email/PDF WhatsApp Shared folder
 Courier

Primary recipient email:

CC emails (comma separated):

Courier address (if used):

3. Calendar and reminders

Add renewal/filing dates:

Reminder lead time: 30 days 14 days 7 days

Calendar file format: .ics (Google/Outlook) Excel (.xlsx)

Send calendar to (email):

4. Consent and notes

I authorise digital delivery and, if selected, courier return of originals (POA may be required for authority pickup).

Notes:

We confirm requirements and timeline at intake. NDA available on request.