

## ORDER FORM

### CONTACT INFORMATION

|                         |  |
|-------------------------|--|
| <b>Title :</b>          | <b>Sent By /Billing Address:</b> (name of company or individual) |
| <b>Surname :</b>        |  |
| <b>First Name (s) :</b> |  |
| <b>Daytime Tel:</b>     |  |
| <b>Email:</b>           |  |
| <b>Contact Name:</b>    | <b>Post Code:</b>  |
| <b>PASSPORT NO:</b>     | <b>Delivery Address:</b> (if different to sent by address)       |
| <b>NATIONALITY:</b>     |  |
|                         | <b>Post Code:</b>  |

### VISA INFORMATION

| Visa/Country | Purpose/Duration | Entry    | Date Required by | Travel Date |
|--------------|------------------|----------|------------------|-------------|
| E.g. India   | Tourist 6 Months | Multiple | 17/04/07         | 25/04/07    |
|              |                  |          |                  |             |
|              |                  |          |                  |             |

Please tick all relevant boxes in sections below

| DOCUMENTS ENCLOSED |  |                |  | PASSPORT RENEWAL      |  |                     |  |
|--------------------|--|----------------|--|-----------------------|--|---------------------|--|
| Passport           |  | Itinerary      |  | New/First Passport    |  | Damaged             |  |
| Form(s)            |  | Invitation     |  | Renewal               |  | Passport Extensions |  |
| Photo(s)           |  | Airline ticket |  | Replacement           |  | Amendments          |  |
| UK Company letter  |  | Proof of Funds |  | Lost/Misplaced/Stolen |  | ADULT (or)          |  |
| Other:             |  |                |  | Second Passport       |  | CHILD               |  |

### DELIVERY INFORMATION

**Alternative Delivery Method:** (\*if other then Royal Mail Special Delivery)

### PAYMENT INFORMATION

**Card Type:** [  Visa [  MasterCard [  Switch//Solo [  Visa Delta [  Maestro [  JCB (please tick)

**Card No:**

**Expiry Date:**     **Security Code:**       **Issue No:**     **(Switch/Solo)**

**Cheque (tick box) [  ] \*Please note: passports will only be returned once your cheques has cleared.**

I hereby authorise Universal Visa Services Ltd. to charge a variable amount to my credit/debit card to cover the cost of my/ our visa and/or passport applications, including consular /passport office charges, handling fees & ancillary charges as detailed on the Universal Visa website and accept the Terms & Conditions. Please note 3.5% charge on all card payments.

**Cardholder's Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Disclaimer:** As a commissioned agent Universal Visa Services cannot be held responsible for and losses real or notional, incurred by the actions of any embassy, passport agency or registry. Also the company cannot be held liable for any delays or losses incurred by any courier company or the Royal Mail.