**ORDER FORM**

**GLOBAL VIP SERVICES**

**Email:** [vip.services@yahoo.com](mailto:vip.services@yahoo.com)

☺Print this form, complete, sign and date it.

**APPLICANT DETAILS Date:** \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

FIRST NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LAST NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Departure Date: \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_

PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL ADDREES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SHIPPING ADDRESS** (for return of passport and any other documents)

FULL NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMPANY NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP CODE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PASSPORT SERVICE REQUIRED** (if applicable)

○24HOURS ○2-3 DAYS ○ 4-5 DAYS ○OTHER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

○ NEW PASSPORT ○PASSPORT RENEWAL ○SECOND PASSPORT ○LOST/STOLEN PASSPORT

**VISA SERVICE REQUIRED** (if applicable)

○URGENT ○RUSH ○ REGULAR ○OTHER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

○TOURIST ○BUSINESS ○ OTHER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

○ SINGLE ENTRY ○ DOUBLE ENTRY ○MULTIPLE ENTRY ○OTHER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL FEES – FEES ARE NON-REFUNDABLE**

GOVERNMENT PASSPORT FEE $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONSULAR VISA FEE(s) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SERVICE FEE – For passport or/and visa $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OVERNIGHT RETURN MAIL SERVICE(one way only) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Next Business Day Delivery $35
* 2nd Business Day Delivery $28

**TOTAL FEES $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The shipping rates are for packages weighing less than half pound (0.5 lb). Please add **$15** for each additional half a pound**.** If you prefer, you can include a prepaid FedEx air bill with **your name and address as the shipper and recipient**, or prepaid Express Mail label and envelope**.**

**PAYMENT** Please make one payment to cover the government fee, Consulate visa fee, our service fee and the shipping fee with a **money order/cashier’s check or cash** - payable to “**GLOBAL VIP SERVICES**” for rush and urgent service.

We accept payment by company/personal check for standard/regular processing method, provided that the name and address of the company or the applicant is printed on the check. If a check is returned for non-sufficient funds, we will charge you a returned check charge of **$30.00** in accordance with our policy.

By submitting this application, I agree to VIP Services terms and conditions listed on [**Liability Disclaimer**](http://www.globalvipservices.com/disclaimer/) page.

Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

Please send your application package to us via overnight FedEx including the following details (**only FedEx packages are accepted at this address**):

Nadereh New

**GLOBAL VIP SERVICES**

11022 Santa Monica Blvd, Suite 100

Los Angeles, CA 90025

Tel: (818) 501-6400