

ORDER FORM

GLOBAL VIP SERVICES

Email: vip.services@yahoo.com



Print this form, complete, sign and date it.

APPLICANT DETAILS

Date: ____/____/____

FIRST NAME _____ LAST NAME _____ Departure Date: ____/____/____
PHONE _____ EMAIL ADDRESS _____

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)

5-7 DAYS 10-14 DAYS 2-3 WEEKS 4-8 WEEKS 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	
• 2 nd 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](#) 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**):

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GLOBAL VIP SERVICES
11022 Santa Monica Blvd, Suite 100
Los Angeles, CA 90025
Tel: (818) 501-6400