

TRAVELDOCUMENT.COM

support@traveldocument.com

SERVICE ORDER FORM
PLEASE INCLUDE THIS FORM WITH ALL REQUESTS
FOR PASSPORT AND VISA SERVICES

SPECIAL INSTRUCTIONS

WHAT IS THE U.S. DEPARTURE DATE?

DOCUMENTS TO BE RETURNED BY?

____ / ____ / ____
M D YY

____ / ____ / ____
M D YY

SHIPPING METHOD:

- DHL - \$20 (WEEKDAY DELIVERY) USPS EXPRESS MAIL
- FED EX - \$25 (WEEKDAY DELIVERY) USE ENCLOSED AIRBILL (WITH ACCOUNT NUMBER)
- SIGNATURE REQUIRED WAIVE SIGNATURE

SENDER'S INFORMATION:

RETURN DELIVERY INFORMATION:

NAME OF APPLICANT(S):

NAME
COMPANY NAME (if applicable)
ADDRESS
CITY STATE ZIP
PHONE
EMAIL

NAME
COMPANY NAME (if applicable)
ADDRESS
CITY STATE ZIP
PHONE
EMAIL

PASSPORT SERVICES AND PROCESSING SPEED

<input type="checkbox"/> FIRST TIME/ NEW	<input type="checkbox"/> PAGES	<input type="checkbox"/> AMENDMENTS (e.g. name change, etc)	<input type="checkbox"/> SAME DAY	CALL TO RESERVE, SUBJECT TO AVAILABILITY
<input type="checkbox"/> RENEWAL	<input type="checkbox"/> SECOND PASSPORT	<input type="checkbox"/> PASSPORT CARD	<input type="checkbox"/> EXPEDITED	APPROXIMATELY FOUR BUSINESS DAYS
			<input type="checkbox"/> SUPERSAVER	APPROXIMATELY TEN BUSINESS DAYS

VISA SERVICES

TYPE

PROCESSING SPEED

NUMBER OF ENTRIES

(which countries?)

(Tourist? Business? Transit? Work? etc.)

(same day, next day, expedited, or regular)

(single, double, multiple)

PAYMENT DETAILS

<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> DISCOVER	<input type="checkbox"/> CHECK / M.O. NUMBER
CARD NUMBER	EXPIRATION	SECURITY CODE	AMOUNT	\$
NAME OF CARDHOLDER				<input type="checkbox"/> IF TOTAL FEE IS UNKNOWN, OR UNDETERMINED, CHECK THIS BOX TO BE CHARGED THE CORRECT FEES UPON COMPLETION OF PROCESSING. A DETAILED, ITEMIZED RECEIPT WILL BE PROVIDED WHEN YOUR DOCUMENTS ARE RETURNED

TRAVELDOCUMENT.COM IS HEREBY AUTHORIZED TO CHARGE THE AMOUNT REFLECTED ABOVE, AND FOR ANY ADDITIONAL CHARGES THE APPLICANT OR HIS AGENT IS INFORMED FOR THE NECESSARY COMPLETION OF PASSPORT, VISA AND DOCUMENT AUTHENTICATION PROCESSING. A CUSTOMER CHARGE SLIP AND RECEIPT WILL BE ISSUED FOR THE ABOVE SERVICE(S).

NOTE: A 3% SURCHARGE WILL BE ADDED TO EMBASSY AND PASSPORT FEES OF \$100 OR MORE

ALL DOCUMENTS SHOULD BE SENT TO:

TRAVELDOCUMENT.COM
1301 20th ST NW SUITE 111
WASHINGTON DC 20036
T: (202) 785 3250 | F: (202) 785 3256

CARDHOLDER SIGNATURE

DATE

FED EX, UPS, DHL, OR US POSTAL OVERNIGHT DELIVERY SERVICES ARE RECOMMENDED FOR SENDING PASSPORTS AND OTHER IMPORTANT DOCUMENTS