

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:

- FED EX - \$25 (WEEKDAY DELIVERY) USPS EXPRESS MAIL
- FED EX (SATURDAY 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

PASSPORT PROCESSING SPEED

FIRST TIME/ NEW PAGES AMENDMENTS (e.g. name change, etc)

RENEWAL SECOND PASSPORT PASSPORT CARD

SAME DAY CALL TO RESERVE, SUBJECT TO AVAILABILITY

EXPEDITED APPROXIMATELY FOUR BUSINESS DAYS

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

VISA MASTERCARD AMERICAN EXPRESS DISCOVER CHECK / M.O. NUMBER

CARD NUMBER _____ EXPIRATION ____ / ____ SECURITY CODE _____ AMOUNT \$ _____

NAME OF CARDHOLDER _____

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