

TRAVISA SERVICE ORDER FORM

STEP 1. FAX ONE COMPLETED FORM FOR EACH TRAVELER TO TRAVISA AT (202) 293-1112.

STEP 2. SHIP COMPLETED FORM WITH REQUIRED DOCUMENTS TO: TRAVISA, 1731 21ST STREET,NW, WASH, DC 20009

Question for Travisa: Call 202 463-6166 or e-mail mzito@travisa.com SHIP/Return documents TO:

Referred by: eduVacations
Company E-mail: info@eduvacations.com

Company Address: 1431 21st Street N.W. Ste. 302
City/State/Zip Washington, D. C. 20036
Tel:202 857-8384 Fax:202 463-8091

Contact _____
Department Code: If applicable _____
Company: If applicable _____
Address _____
City/State/Zip _____
Tel. _____ FAX/e-mail _____

TRAVELER INFORMATION

Name: _____
Date of Birth: _____
Citizenship: _____
Passport No.: _____
Expiration Date: _____
Visa in the US (if applicable): _____
US Departure Date: _____
Date Needed in Your Office: _____

RETURN PASSPORT VIA (If selecting a courier, you must include an Acct #.)

- FedEx DHL Other (Specify) _____
 - Use Acct. # (for box check above) _____
 - TRAVISA's Overnight FedEx Delivery \$ 17.95
 - Certified Mail \$7.00 (allow at least 2 weeks)
 - In-person pick-up
- Passports cannot be sent by regular mail.*

SPECIAL INSTRUCTIONS:

Using this SOF, there is no need to fill out the one on the TRAVISA website: www.travisa.com
Fill out all required-pp/visa applications in full!!!

PASSPORTS

- \$ 85.00 - NEW \$ 55.00 - RENEWAL \$60.00 ADDITIONAL PAGES OTHER
- GOVERNMENT FEES \$ 60.00 - Expedite Fee (must include for processing 9 days or less)

Amounts listed **DO NOT** include service fees or check writing fees- see below

Amount of check enclosed and made payable to US Passport Services: \$

VISAS

COUNTRY #2: _____
Purpose of Visit: _____
No. of Entries: _____
Date of Entry: _____ Date of Exit: _____

COUNTRY #3: _____
Purpose of Visit: _____
No. of Entries: _____
Date of Entry: _____ Date of Exit: _____

\$ _____ Consular Fees vary, see TRAVISA's visa instruction sheet

COUNTRY #1: _____
Purpose of Visit: _____
No. of Entries: _____
Date of Entry: _____ Date of Exit: _____

PASSPORTS/PAGES

TRAVISA'S SERVICE FEE: (per passport)

RUSH PROCESSING: 9 days or less.

- \$139.00 - Same/next day \$79.00 - 3 to 9 Working days

CHECK WRITING FEE:

- \$5.00 - If TRAVISA writes check to Passport Office

Passport Service Fee Total To Be Billed. \$ _____

TRAVISA'S SERVICE FEE: (per visa)

- \$ 49.00 Regular Processing - Max. time req'd by Consulate.
- \$ 98.00 Rush Processing - Anything less than time req'd.
- \$ 75.00 Regular for Non-U.S. Passports (RUSH \$150.00)
- \$ 84.00 service fee for Work Visa

Visa Service Fee Total To Be Billed. \$ _____

PAYMENT PROCEDURE

All fees are payable in cash, money order, or a company check made out to TRAVISA. Visa, MasterCard and American Express are accepted.

Please complete the following before sending in your work.

- Completed TRAVISA Service Order Form
- Completed airbill (with account number) if applicable
- All the required documentation to process request
- Payment - please check form of payment:
- Check / Number

Credit Card Money Order Authorized Signature

I authorize TRAVISA to charge the amount of \$ _____ + 3%
to my credit card #: _____ Exp.: _____