

## ORDER FORM

### CONTACT INFORMATION

<b>Title :</b>	<b>Sent By /Billing Address:</b> (name of company or individual)
<b>Surname :</b>	
<b>First Name (s) :</b>	
<b>Daytime Tel:</b>	
<b>Email:</b>	
<b>Contact Name:</b>	<b>Post Code:</b>
<b>PASSPORT NO:</b>	<b>Delivery Address:</b> (if different to sent by address)
<b>NATIONALITY:</b>	
	<b>Post Code:</b>

### VISA INFORMATION

Visa/Country	Purpose/Duration	Entry	Date Required by	Travel Date
E.g. India	Tourist 6 Months	Multiple	17/04/07	25/04/07

Please tick all relevant boxes in sections below

DOCUMENTS ENCLOSED				PASSPORT RENEWAL			
Passport	<input type="checkbox"/>	Itinerary	<input type="checkbox"/>	New/First Passport	<input type="checkbox"/>	Damaged	<input type="checkbox"/>
Form(s)	<input type="checkbox"/>	Invitation	<input type="checkbox"/>	Renewal	<input type="checkbox"/>	Passport Extensions	<input type="checkbox"/>
Photo(s)	<input type="checkbox"/>	Airline ticket	<input type="checkbox"/>	Replacement	<input type="checkbox"/>	Amendments	<input type="checkbox"/>
UK Company letter	<input type="checkbox"/>	Proof of Funds	<input type="checkbox"/>	Lost/Misplaced/Stolen	<input type="checkbox"/>	ADULT (or)	<input type="checkbox"/>
Other:	<input type="checkbox"/>			Second Passport	<input type="checkbox"/>	CHILD	<input type="checkbox"/>

### DELIVERY INFORMATION

**Alternative Delivery Method:** (\*if other then Royal Mail Special Delivery)

### PAYMENT INFORMATION

**Card Type:**  Visa  MasterCard  Switch//Solo  Visa Delta  Maestro  JCB (please tick)

**Card No:**

**Expiry Date:**     **Security Code:**       **Issue No:**     **(Switch/Solo)**

**Cheque (tick box)**  \*Please note: passports will only be returned once your cheques has cleared.

I hereby authorise Universal Visa Services Ltd. to charge a variable amount to my credit/debit card to cover the cost of my/ our visa and/or passport applications, including consular /passport office charges, handling fees & ancillary charges as detailed on the Universal Visa website and accept the Terms & Conditions.

**Cardholder's Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Disclaimer:** As a commissioned agent Universal Visa Services cannot be held responsible for and losses real or notional, incurred by the actions of any embassy, passport agency or registry. Also the company cannot be held liable for any delays or losses incurred by any courier company or the Royal Mail.