



# VIP SERVICES

2012 Louisiana Street  
Houston, Texas 77002  
713-659-8472 1-800-856-8472 Fax 713-659-3767  
Website: [www.vippassports.com](http://www.vippassports.com) Email: [info@vippassports.com](mailto:info@vippassports.com)

## WORK ORDER REQUEST FORM

(RETURN THIS FORM WITH EACH REQUEST)

### BILLING INFORMATION:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### RETURN DOCUMENTS TO:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### BILLING INSTRUCTIONS:

AMOUNT ENCLOSED FOR DEPOSIT: \_\_\_\_\_  
  
YOUR COMPANY P.O. OR REF#: \_\_\_\_\_

### CREDIT CARD INFORMATION:

TYPE OF CARD: \_\_\_\_\_  
CARD #: \_\_\_\_\_  
EXPIRATION DATE: \_\_\_\_\_

AUTHORIZED AMOUNT TO CHARGE MY  
CREDIT CARD: US\$ \_\_\_\_\_

SIGNATURE OF CARD HOLDER  
REQUIRED: \_\_\_\_\_

VISA PROCESSING  
LIST COUNTRIES

AND  
AND

CONSULATE FEES:  
CONSULATE FEES:

_____	-	\$ _____
_____	-	\$ _____
_____	-	\$ _____

TRAVELERS NAME: \_\_\_\_\_

DATE OF USA DEPARTURE: \_\_\_\_\_

DATE YOU NEED PASSPORT: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER\_\_ INTERNET\_\_ REFERRED\_\_ BY\_\_\_\_\_ WALK-IN\_\_\_\_\_



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## VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: ARMENIA BUSINESS VISA

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>1-COLOR</u>	TRAVEL ITINERARY:	<u>1</u>
INT'L HEALTH CERTIFICATE:	<u>N/A</u>	COMPANY LETTER:	<u>1</u>
COPY OF INVITATION:	<u>N/A</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: PLEASE SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS.

**PLEASE FORWARD THIS SHEET AND ALL THE ABOVE REQUIREMENTS TO THE ABOVE LISTED ADDRESS**

### FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$75.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u>                    </u>
MONEY ORDER:	<u>\$3.00</u>
<input type="checkbox"/> SPECIAL HANDLING FEE: (48 TO 72 HOURS PROCESS)	<u>                    </u>
OTHER FEES:	<u>                    </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u>                    </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u>                    </u>

### \*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50

### \*\*VISA PROCESSING TIME

REGULAR PROCESSING TIME: 4 TO 7 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED TO HAVE THE VISA ISSUED ON A 48 TO 72 HOUR RUSH PROCESS FROM WHEN WE SUBMIT YOUR APPLICATION (\$20.00 SPECIAL HANDLING FEE).

COMMENTS: THE CONSULATE/EMBASSY IS CLOSED EVERY WEDNESDAY.

REVISED: 01-01-2012 (KS)

**Specializing in Visas, Passports, Document Legalization and Translations**



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## ARMENIA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

### TOURIST VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (1) ONE (COLOR) PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) (1) ONE COMPLETED APPLICATION  
(APPLICATION CAN BE COPIED)
- 4.) A COPY OF YOUR FLIGHT ITINERARY
- 5.) INVITATION (ONLY REQUIRED IF STAYING WITH FAMILY)
- 6.) CONSULATE FEES:
  - \$15.00 - SINGLE ENTRY (21 DAY STAY)
  - \$45.00 - SINGLE ENTRY (120 DAY STAY)
  - \$60.00 - MULTIPLE ENTRY (60 DAY STAY)
  - \$115.00 - MULTIPLE ENTRY (120 DAY STAY)

### BUSINESS:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (1) ONE (COLOR) PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) (1) ONE COMPLETED APPLICATION  
(APPLICATION CAN BE COPIED)
- 4.) A COPY OF YOUR FLIGHT ITINERARY
- 5.) CONSULATE FEES:
  - \$15.00 - SINGLE ENTRY (21 DAY STAY)
  - \$45.00 - SINGLE ENTRY (120 DAY STAY)
  - \$60.00 - MULTIPLE ENTRY (60 DAY STAY)
  - \$115.00 - MULTIPLE ENTRY (120 DAY STAY)

NOTE: THE CONSULATE/EMBASSY IS CLOSED EVERY WEDNESDAY.

VALIDITY: THE VISA WILL BE ISSUED FOR A SINGLE OR MULTIPLE ENTRY AND A STAY NOT EXCEEDING 120 DAYS. YOU MUST ENTER ARMENIA WITHIN (90) NINETY DAYS FROM THE DATE THE VISA IS ISSUED.

REVISED: 11-19-2010 (KS)

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### EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DATE: \_\_\_\_\_

EMBASSY/CONSULATE OF: \_\_\_\_\_

GENTLEMEN:

MR. / MRS. (TRAVELER) IS ONE OF OUR EMPLOYEES WHO IS  
ENGAGED AS (POSITION) FOR (COMPANY NAME). MR. / MRS.  
(TRAVELER) PLANS TO VISIT (CITY) FOR THE PURPOSE OF (DETAILED  
EXPLANATION OF TRIP) WITH (COMPANY TO BE VISITED).

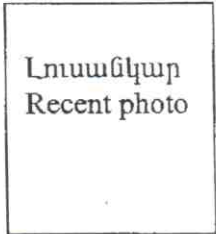
MR. / MRS. (TRAVELER) WILL BE DEPARTING THE UNITED STATES ON  
(DATE) AND WILL BE STAYING FOR (LENGTH OF TRIP). OUR COMPANY,  
(EMPLOYER), WILL GUARANTEE MR. / MRS. (TRAVELER) MAINTENANCE  
AND WILL BE RESPONSIBLE FOR HIS / HER WELFARE WHILE IN YOUR  
COUNTRY. HE / SHE IS IN POSSESSION OF SUFFICIENT FUNDS FOR HIS / HER  
STAY AND HAS PREPAID TRANSPORTATION TO RETURN TO THE UNITED  
STATES.

WE WOULD BE VERY APPRECIATIVE IF YOU WOULD ISSUE MR. / MRS.  
(TRAVELER) THE APPROPRIATE (SINGLE OR MULTIPLE) ENTRY BUSINESS VISA  
AT YOUR EARLIEST CONVENIENCE.

THANK YOU,

(SUPERVISORS SIGNATURE)

PLEASE BE SURE THAT THE PERSON WHO AUTHORIZED YOUR TRIP SIGNS THIS  
LETTER. THE TRAVELER SHOULD NOT SIGN THIS LETTER. **DO NOT ATTENTION  
THIS LETTER TO VIP SERVICES!**



ԴԻՄՈՒՄ-ՀԱՐՑԱԹԵՐԹԻԿ  
ՀՀ ՄՈՒՏՔԻ ՎԻԶԱ ՍՏԱՆԱԼՈՒ (ԵՐԿԱՐԱԶԳԵԼՈՒ) ՀԱՄԱՐ  
APPLICATION FORM  
FOR ENTRY VISA TO THE REPUBLIC OF ARMENIA  
(FOR EXTENSION OF VISA)

- 1. Ազգանուն, անուն/Surname, name \_\_\_\_\_
- 2. Ծննդյան օրը, ամիսը, տարեթիվը և վայրը/Date & place of birth \_\_\_\_\_
- 3. Քաղաքացիությունը/Nationality \_\_\_\_\_ 4. Սեռը/Sex \_\_\_\_\_
- 5. Հասցեն/Address \_\_\_\_\_
- 6. Հեռախոս/Telephone \_\_\_\_\_
- 7. Ձբաղմունքը/Occupation \_\_\_\_\_
- 8. Այցելության (վիզայի ժամկետի երկարաձգման) նպատակը/Purpose of visit (of extension of visa) \_\_\_\_\_
- 9. Այցերի քանակը  
Number of entries \_\_\_\_\_
- 10. Կեցության ժամկետը  
Duration of stay \_\_\_\_\_
- 11. Ընդունող կազմակերպության անվանումը (իրավիրողի ազգանունը, անունը և հասցեն) /Name & address of inviting organization/person \_\_\_\_\_
- 12. Անձնագրի տեսակը և համարը/Passport type & number \_\_\_\_\_
- 13. Երբ է տրված  
Issued on \_\_\_\_\_
- 14. Ուժի մեջ է մինչև  
Valid until \_\_\_\_\_
- 15. Դիմելու նպատակը (ընդգծել)/Purpose of application (please underline)  

տրամադրել մուտքի վիզա to obtain entry visa	երկարաձգել վիզայի ժամկետը to extend visa
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- 16. Ամսաթիվ  
Date \_\_\_\_\_
- 17. Ստորագրություն  
Signature \_\_\_\_\_

**Ծառայողական նշումներ / For official use only**

- 1. Վիզայի համարը \_\_\_\_\_
- 2. Վիզայի տեսակը \_\_\_\_\_
- 3. Վիզայի կողը \_\_\_\_\_
- 4. Վիզան տալու (ժամկետը երկարաձգելու) և դրա վավերականության ժամկետը \_\_\_\_\_
- 5. Վիզայի տրամադրման կամ ժամկետի երկարաձգման համար վճարված պետական տուրքի չափը \_\_\_\_\_
- 6. Ստորագրություն \_\_\_\_\_