



VIP SERVICES

2012 Louisiana Street
Houston, Texas 77002
713-659-8472 1-800-856-8472 Fax 713-659-3767
Website: www.vippassports.com Email: 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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AUSTRALIA LONG STAY (TOURIST) (3-6 MONTH STAY)

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

LONG STAY TOURIST VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (1) ONE PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) (1) ONE COMPLETED APPLICATION (FORM #48R)
- 4.) A LETTER FROM YOUR EMPLOYER OR SCHOOL STATING THAT A LEAVE OF ABSENCE HAS BEEN GRANTED
- 5.) A COPY OF YOUR MOST CURRENT BANK STATEMENT
- 6.) A LETTER OF INTENT EXPLAINING YOUR TRIP
- 7.) A COPY OF YOUR TRAVEL ITINERARY
- 8.) IF STAYING WITH FRIENDS OR FAMILY, PROVIDE A LETTER OF INVITATION WITH CURRENT ADDRESS, TELEPHONE NUMBER AND PROOF OF THEIR STATUS (i.e., COPY OF THE AUSTRALIA PASSPORT OR IMMIGRATION STATUS IN AUSTRALIA)
- 9.) CONSULATE FEES: \$150.00

REVISED: 01-07-2012 (SDL)