



VIP PASSPORT SERVICES, INC.

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: _____
CITY/ST: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____
CITY/ST: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

CREDIT CARD INFORMATION:

CARD#: _____
EXP. DATE: _____ CVV#: _____

**SIGNATURE OF CARD HOLDER
REQUIRED:** _____

BILLING INSTRUCTIONS:

YOUR P.O. OR REF#: _____

**AUTHORIZED AMOUNT TO CHARGE MY
CREDIT CARD: US\$** _____

TRAVELERS NAME: _____

DATE OF USA DEPARTURE: _____

DATE OF BIRTH: _____

DATE YOU NEED PASSPORT: _____

VIP RESERVATION/FILE LOCATOR NUMBER: _____

SPECIAL INSTRUCTIONS: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER__ INTERNET__ REFERRED__ BY_____ WALK-IN_____



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BANGLADESH BUSINESS VISA (U.S. PASSPORT HOLDER)

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>2</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
COMPANY LETTER:	<u>1</u>	HOTEL CONFIRMATION:	<u>1-COPY</u>
COPY OF INVITATION:	<u>1</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: PLEASE SEE NEXT PAGES FOR MORE DETAILED INFORMATION.

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 PAGES)	<u>\$160.00</u>
MONEY ORDER:	<u>\$6.00</u>
OTHER FEES: _____	_____
*ADD RETURN FEDEX FEE:	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____

* FEDEX FEES:

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50
1 ST OVERNIGHT DELIVERY	\$75.00

** VISA PROCESSING TIME

REGULAR PROCESSING TIME: 5 TO 7 DAYS

COMMENTS: THE CONSULATE RECOMMENDS THAT YOU DO NOT PURCHASE NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN-HAND.

REVISED: 12-6-2017 (JENN)



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BANGLADESH BUSINESS VISA *(U.S. PASSPORT HOLDER)*

A U.S. PASSPORT HOLDER CAN OBTAIN A BUSINESS OR TOURIST VISA UPON ARRIVAL FOR A SINGLE ENTRY UP TO 30 DAYS. IN ORDER TO OBTAIN A VISA UPON ARRIVAL, YOU MUST BE IN POSSESSION OF A MINIMUM OF \$500 IN CASH OR CREDIT CARDS, AS WELL AS PROOF OF ONWARD TRAVEL (*ROUNDTRIP AIRLINE TICKET*). A \$50.00 VISA FEE WILL ALSO NEED TO BE SUBMITTED IN U.S. DOLLARS OR EUROS. YOU WILL NEED TO VERIFY WITH YOUR AIRLINER TO CONFIRM THAT THEY WILL LET YOU BOARD WITHOUT THE VISA. IF YOU NEED TO STAY LONGER THAN 30 DAYS AND/OR YOU WILL REQUIRE A MULTIPLE ENTRY VISA, YOU WILL NEED TO APPLY FOR A VISA BEFORE YOU DEPART, PLEASE SEND US THE FOLLOWING DOCUMENTS:

- 1.) **U.S. PASSPORT** (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) **TWO (2) PASSPORT-TYPE PHOTOGRAPHS** (2x2)
- 3.) **TWO (2) COMPLETED APPLICATIONS**
(SEE JURISDICTION LIST BELOW FOR THE APPLICABLE FORM)
- 4.) **COPY OF HOTEL CONFIRMATION**
- 5.) **COPY OF TRAVEL ITINERARY**
- 6.) **COMPANY LETTER OF GUARANTEE**
- 7.) **COPY OF INVITATION**
- 8.) **CONSULATE FEE: \$160.00**

VALIDITY: THE LENGTH OF STAY AND THE LENGTH OF VISA VALIDITY IS DETERMINED ON A CASE-BY-CASE BASIS BY THE ISSUING VISA OFFICER. THE VISAS ARE TYPICALLY ISSUED FOR A SINGLE OR MULTIPLE ENTRY VALID FROM 90 DAYS SINGLE ENTRY TO 3 YEARS MULTIPLE ENTRY.

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BANGLADESH CONSULATE JURISDICTIONS
(PROCESSING TIMES AND LISTING ANY SPECIAL REQUIRMENTS FOR THAT PARTICULAR CONSULATE)

LOS ANGELES CONSULATE

JURISDICTION: ARIZONA, CALIFORNIA, IDAHO, NEVADA, OREGON, UTAH, WASHINGTON AND WYOMING

[CLICK HERE](#) FOR THE **LOS ANGELES CONSULATE VISA APPLICATION FORM

PROCESSING TIME: 5 TO 7 BUSINESS DAYS

RUSH PROCESSING TIME: 3-4 BUSINESS DAYS

COMPANY LETTERS AND INVITATIONS MUST BE ADDRESSED TO THE BANGLADESH CONSULATE IN LOS ANGELES.

NEW YORK CONSULATE

JURISDICTION: CONNECTICUT, MAINE, MASSACHUSETTS, NEW HAMPSHIRE, NEW JERSEY, NEW YORK, RHODE ISLAND AND VERMONT

[CLICK HERE](#) FOR THE **NEW YORK CONSULATE VISA APPLICATION FORM

PROCESSING TIME: 5 TO 7 BUSINESS DAYS

RUSH PROCESSING TIME: 3-4 BUSINESS DAYS

COMPANY LETTERS AND INVITATIONS MUST BE ADDRESSED TO THE BANGLADESH CONSULATE IN NEW YORK.

WASHINGTON, D.C. CONSULATE

JURISDICTION: ALABAMA, ALASKA, ARKANSAS, COLORADO, DELAWARE, FLORIDA, GEORGIA, HAWAII, ILLINOIS, INDIANA, IOWA, KANSAS, KENTUCKY, LOUISIANA, MARYLAND, MICHIGAN, MINNESOTA, MISSISSIPPI, MISSOURI, MONTANA, NEBRASKA, NEW MEXICO, NORTH CAROLINA, NORTH DAKOTA, OHIO, OKLAHOMA, PENNSYLVANIA, SOUTH CAROLINA, SOUTH DAKOTA, TENNESSEE, TEXAS, VIRGINIA, WEST VIRGINIA, WISCONSIN AND THE PACIFIC ISLAND TERRITORY (U.S.)

[CLICK HERE](#) FOR THE LINK FOR THE **WASHINGTON, D.C. CONSULATE ONLINE VISA APPLICATION FORM (BEST TO USE CHROME AS YOUR BROWSER)

PROCESSING TIME: 5 TO 7 DAYS

RUSH PROCESSING TIME: 3-4 BUSINESS DAYS

COMPANY LETTERS AND INVITATIONS MUST BE ADDRESSED TO THE BANGLADESH CONSULATE IN WASHINGTON, D.C.

***WHEN COMPLETING THE ONLINE APPLICATION IT IS BEST TO USE GOOGLE CHROME.*

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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!