



# 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](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: \_\_\_\_\_  
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>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (3 TO 4 DAYS RUSH PROCESS)	_____
OTHER FEES: _____	_____
*ADD RETURN FEDEX FEE:	_____
<b>TOTAL: (NO PERSONAL CHECKS PLEASE)</b>	_____

#### \*FEDEX FEES:

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

#### \*\*VISA PROCESSING TIME

REGULAR PROCESSING TIME: 5 TO 7 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED WITHIN 3 TO 4 DAYS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$20.00 SPECIAL HANDLING FEE).

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: 7/3:/4239"\*UFN+

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



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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.

REVISED: 05-18-2017 (SDL)

**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.*

REVISED: 05-18-2017



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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!**