



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_____



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

CAMBODIA BUSINESS VISA *U.S. PASSPORT HOLDER*

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>1</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
INT'L HEALTH CERTIFICATE:	<u>N/A</u>	COMPANY LETTER:	<u>1</u>
COPY OF INVITATION:	<u>1-IF AVAILABLE</u>	RELEASE LETTER:	<u>N/A</u>
OTHER:	<u>PLEASE SEE NEXT PAGES FOR MORE DETAILED INFORMATION.</u>		

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>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (2 TO 3 DAY RUSH PROCESS)	<u> </u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (24 HOUR RUSH 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
1 ST OVERNIGHT DELIVERY	\$75.00

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 10 TO 14 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST THE VISA TO BE ISSUED WITHIN 24 HOURS FROM THE TIME THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING) OR HAVE THE VISA ISSUED WITHIN 2 TO 3 DAYS (\$20.00 SPECIAL HANDLING FEE) FROM THE DAY WE SUBMIT THE APPLICATION.

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

REVISED: 11-01-2016 (SDL)

Specializing in Visas, Passports, Document Legalization and Translations



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

CAMBODIA BUSINESS VISA **U.S. PASSPORT HOLDER**

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

1.) U.S. PASSPORT

- *MUST HAVE AT LEAST ONE BLANK VISA PAGE*
- *MUST BE VALID FOR A MINIMUM OF 6 MONTHS*

2.) ONE (1) PASSPORT-TYPE PHOTOGRAPH (2x2)

3.) ONE (1) COMPLETED APPLICATIONS (*APPLICATION CAN BE COPIED*)

4.) COMPANY LETTER OF GUARANTEE

5.) ONE (1) COPY OF INVITATION (*IF AVAILABLE*)

6.) COPY OF TRAVEL ITINERARY

- 7.) CONSULATE FEE:**
- \$40.00** (*REGULAR PROCESS*)
 - \$75.00** (*2 TO 3 DAY PROCESS*)
 - \$95.00** (*24 HOUR PROCESSING*)

VALIDITY: VISAS ARE ISSUED FOR A SINGLE ENTRY WITHIN 90 DAYS FROM THE DATE OF ISSUE AND ARE VALID FOR A STAY OF UP TO (30) THIRTY DAYS.

SPECIAL MEMO: PLEASE DO NOT PURCHASE NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN HAND.

REVISED: 11-01-2016 (SDL)

Specializing in Visas, Passports, Document Legalization and Translations



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

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!



KINGDOM OF CAMBODIA
Nation-Religion-King



Photograph
2" x 2"

ROYAL EMBASSY OF CAMBODIA

VISA APPLICATION FORM

TO THE UNITED STATES OF AMERICA

Please submit 1 copy, 1 passport's photo and the original passport

Form with fields for Surname/Last name, First name, Sex, Date of birth, Place of birth, Birth nationality, Present nationality, Passport No., Place of issue, Date of issue, Date of Expiration, Point of entry, Means of Transportation, Address during the visit, Arrival Date in Cambodia, Departure Date From Cambodia, Present occupation, Current Home Address, Cell Phone, Home Phone, Email Address, Work Place, Purpose of visit, Point of exit, Organization, Persons to be visited, First trip to Cambodia, Traveling on group tour, Tour Company, Children under 12 years traveling with you, Relatives in the Kingdom of Cambodia.

For official use

I hereby declare that the information on this form is true and correct

ថ្ងៃផ្តល់

Done in, Day.....Month.....Year.....

ទិដ្ឋាការលេខ

ប្រភេទ

ហត្ថលេខាប្រឹក្សាបណ្ឌិតកិច្ចការក្រុងស៊ីល

Signature

Applicant Full Name