



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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EGYPT BUSINESS VISA *U.S. PASSPORT HOLDER*

DOCUMENTS REQUIRED:

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

OTHER: PLEASE SEE THE NEXT PAGES FOR MORE DETAILED INFORMATION.

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

FEEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$75.00</u>
CONSULATE FEE: (SEE THE NEXT PAGES)	<u> </u>
MONEY ORDER:	<u>\$6.00</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: SEE NEXT PAGE

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

REVISED: 04-17-2017 (SDL)



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EGYPT

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

BUSINESS VISA:

- 1.) U.S. PASSPORT (MUST HAVE AT LEAST 1 BLANK VISA PAGE AND HAVE A MINIMUM OF 6 MONTHS REMAINING VALIDITY)
- 2.) ONE (1) PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) ONE (1) COMPLETED APPLICATION
- 4.) ONE (1) COPY OF TRAVEL ITINERARY
- 5.) ONE (1) COMPANY LETTER OF GUARANTEE
- 6.) CONSULATE FEE:
SINGLE ENTRY: \$40.00
MULTIPLE ENTRY: \$55.00

VALIDITY: VISAS ARE ISSUED FOR SINGLE OR MULTIPLE ENTRIES. IF MULTIPLE ENTRIES ARE REQUIRED, PLEASE STATE SO ON YOUR APPLICATION, AND COMPANY LETTER. THE ULTIMATE DECISION TO HOW LONG THE VISA WILL BE ISSUED FOR AND HOW MANY ENTRIES WILL BE ALLOWED IS DETERMINED ON A CASE BY CASE SITUATION BY THE ISSUING VISA OFFICER.

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Specializing in Visas, Passports, Document Legalization and Translations



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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!

EGYPT CONSULATE JURISDICTIONS
***PROCESSING TIMES AND CONSULATE-SPECIFIC SPECIAL
REQUIREMENTS***

HOUSTON CONSULATE

JURISDICTION: ALABAMA, ARKANSAS, COLORADO, KANSAS, LOUISIANA, MISSISSIPPI,
MISSOURI, NEW MEXICO, OKLAHOMA, TENNESSEE, TEXAS

[CLICK HERE](#) FOR THE HOUSTON VISA APPLICATION FORM

PROCESSING TIME: 5 TO 7 BUSINESS DAYS

NEW YORK CONSULATE

JURISDICTION: CONNECTICUT, MAINE, MASSACHUSETTS, NEW HAMPSHIRE, NEW
JERSEY, NEW YORK, OHIO, PENNSYLVANIA, PUERTO RICO, RHODE
ISLAND, VERMONT

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

PROCESSING TIME: 5 TO 10 BUSINESS DAYS

CHICAGO CONSULATE

JURISDICTION: ILLINOIS, INDIANA, IOWA, KENTUCKY, MICHIGAN, MINNESOTA,
NEBRASKA. NORTH DAKOTA, SOUTH DAKOTA, WISCONSIN

[CLICK HERE](#) FOR THE CHICAGO VISA APPLICATION FORM

PROCESSING TIME: 9 TO 11 BUSINESS DAYS

LOS ANGELES CONSULATE

JURISDICTION: ALASKA, ARIZONA, CALIFORNIA, HAWAII, IDAHO, MONTANA,
NEVEDA, UTAH, WASHINGTON, WYOMING

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

PROCESSING TIME: 7 TO 10 BUSINESS DAYS

CONTINUED...

WASHINGTON, D.C. EMBASSY

JURISDICTION: D.C., DELAWARE, FLORIDA, GEORGIA, MARYLAND, NORTH CAROLINA, SOUTH CAROLINA, VIRGINIA, WEST VIRGINIA

[CLICK HERE](#) FOR THE **WASHINGTON, D.C.** VISA APPLICATION FORM

PROCESSING TIME: 9 TO 11 DAYS

REVISED: 04-17-2017 (SDL)