



# 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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## TAIWAN BUSINESS VISA *U.S. PASSPORT HOLDER*

### DOCUMENTS REQUIRED:

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

OTHER: SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS.

**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>\$3.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (SAME DAY PROCESS)	<u>                    </u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (24 TO 48 HOUR 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 <sup>ST</sup> OVERNIGHT DELIVERY	\$75.00

### \*\*VISA PROCESSING TIME

REGULAR PROCESSING TIME: 3 TO 5 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED TO HAVE THE VISA ISSUED THE SAME DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING) OR HAVE THE VISA ISSUED ON A 24 TO 48 HOUR RUSH PROCESS (\$20.00 SPECIAL HANDLING FEE).

COMMENTS: IN THE EVENT YOU ARE REQUESTING SPECIAL HANDLING, PLEASE SEND YOUR PACKAGE BY AN OVERNIGHT COURIER THAT OFFERS AN 8:00 AM EARLY MORNING DELIVERY.

REVISED: 04-17-2015 (JENN)

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



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## TAIWAN

**THERE IS NO VISA REQUIRED FOR U.S. CITIZENS TRAVELING TO TAIWAN STAYING NINETY (90) DAYS OR LESS. IF YOU WILL BE STAYING LONGER THAN NINETY (90) DAYS, PLEASE SUBMIT THE FOLLOWING REQUIREMENTS:**

### **TOURIST VISA:**

- 1.) **ONE (1) SIGNED U.S. PASSPORT** (*MINIMUM OF 6 MONTHS VALIDITY*)
- 2.) **TWO (2) PASSPORT-TYPE PHOTOGRAPHS** (2"x2")
- 3.) **CLICK HERE** TO COMPLETE THE ONLINE APPLICATION
- 4.) **ONE (1) COPY OF INVITATION LETTER, IF AVAILABLE**
- 5.) **COPY OF YOUR TRAVEL ITINERARY**
- 6.) **CONSULATE FEE: \$160.00 (REGULAR PROCESS)**  
**\$185.00 (RUSH PROCESS)**

### **BUSINESS VISA:**

- 1.) **ONE (1) SIGNED U.S. PASSPORT** (*MINIMUM OF 6 MONTHS VALIDITY*)
- 2.) **TWO (2) PASSPORT-TYPE PHOTOGRAPHS** (2"x2")
- 3.) **CLICK HERE** TO COMPLETE THE ONLINE APPLICATION
- 4.) **ONE (1) COPY OF INVITATION LETTER**
- 5.) **ONE (1) COMPANY LETTER OF GUARANTEE (SEE EXAMPLE PAGE 4)**
- 5.) **COPY OF YOUR TRAVEL ITINERARY**
- 6.) **CONSULATE FEE: \$160.00 (REGULAR PROCESS)**  
**\$185.00 (RUSH PROCESS)**

**VALIDITY: VISAS ARE VALID FOR MULTIPLE ENTRIES TO BE USED WITHIN (5) FIVE YEARS FROM THE DATE OF ISSUE. YOU MAY STAY UP TO (60) SIXTY DAYS PER VISIT. VISITOR VISA HOLDERS WHO ARE PERMITTED TO STAY IN TAIWAN FOR SIXTY (60) OR NINETY (90) DAYS AND WHOSE VISAS BEAR NO SUCH REMARKS AS "NO EXTENSION WILL BE GRANTED" MAY APPLY FOR EXTENSIONS AT THE NEAREST CITY/COUNTY NATIONAL IMMIGRATION OFFICES.**

**REVISED: 4-17-2015 (JENN)**



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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!**