



# VIP SERVICES

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: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### RETURN DOCUMENTS TO:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### BILLING INSTRUCTIONS:

AMOUNT ENCLOSED FOR DEPOSIT: \_\_\_\_\_  
  
YOUR COMPANY P.O. OR REF#: \_\_\_\_\_

### CREDIT CARD INFORMATION:

TYPE OF CARD: \_\_\_\_\_  
CARD #: \_\_\_\_\_  
EXPIRATION DATE: \_\_\_\_\_

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

**SIGNATURE OF CARD HOLDER REQUIRED:** \_\_\_\_\_

VISA PROCESSING  
LIST COUNTRIES

AND  
AND

CONSULATE FEES:  
CONSULATE FEES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

-  
-  
-

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**TRAVELERS NAME:** \_\_\_\_\_

**DATE OF USA DEPARTURE:** \_\_\_\_\_

**DATE YOU NEED PASSPORT:** \_\_\_\_\_

**SPECIAL INSTRUCTIONS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **HOW DID YOU HEAR ABOUT VIP?**

REPEAT CUSTOMER \_\_\_ INTERNET \_\_\_ REFERRED \_\_\_ BY \_\_\_\_\_ WALK-IN \_\_\_





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## UZBEKISTAN

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

### BUSINESS VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (1) ONE PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) [CLICK HERE](#) TO COMPLETE THE APPLICATION ONLINE-  
THE CONSULATE WILL ONLY ACCEPT AN APPLICATION  
THAT HAS BEEN COMPLETED ONLINE-PRINTED OUT-  
SIGNED AND SENT TO OUR OFFICE ALONG WITH THE  
REST OF THE SUPPORTING DOCUMENTS-FAILURE TO DO  
SO WILL CAUSE A DELAY IN PROCESSING YOUR  
APPLICATION
- 4.) COPY OF YOUR TRAVEL ITINERARY
- 5.) COMPANY LETTER OF GUARANTEE
- 6.) MULTIPLE ENTRY OR SINGLE ENTRY VISAS ARE ONLY  
ISSUED UPON THE CONFIRMATION RECEIVED BY THE  
EMBASSY FROM THE MINISTRY OF FOREIGN AFFAIRS IN  
UZBEKISTAN. FORMAL WRITTEN REQUEST FOR THE  
ISSUANCE OF THE VISA MUST BE SUBMITTED BY THE  
INVITING ORGANIZATION IN UZBEKISTAN TO THE  
CONSULAR DEPARTMENT OF THE MINISTRY OF FOREIGN  
AFFAIRS (ADDRESS: 9 UZBEKISTAN STREET,  
TASHKENT, 10029)
- 7.) COPY OF THE CONFIRMATION FROM YOUR CONTACT IN  
UZBEKISTAN INDICATING THE APPROVAL HAS BEEN  
SENT TO THE EMBASSY
- 8.) CONSULATE FEES:  
    \$160.00 - ALLOW 10-15 WORKING DAYS  
    \$240.00 - ALLOW 3-6 WORKING DAYS

**VALIDITY:** THE VISA WILL BE VALID FOR THE LENGTH OF TIME  
AND THE NUMBER OF ENTRIES AS AUTHORIZED BY THE  
MINISTRY OF FOREIGN AFFAIRS AND CAN BE ISSUED VALID  
FOR MULTIPLE ENTRIES UP TO 4 YEARS (LENGTH OF STAY  
AND THE NUMBER OF ENTRIES ARE ISSUED AT THE  
DISCRETION OF THE VISA OFFICER)

REVISED: 05-13-2012 (SDL)

**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!**