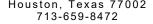


2012 Louisiana Street Houston, Texas 77002





Website: www.vippassports.com Email: info@vippassports.com

WORK ORDER REQUEST FORM

TRAVELER INFO:							DON'T FORGET
TRAVELER NAME							
TRAVELER DATE OF BIRTH							TO EMAIL YOUR
DATE OF U.S. DEPAR	RTURE						OCUMENTS TO OUR OFFICE FOR OUR
DATE PASSPORT IS N	NEEDE	D					COMPLIMENTARY
VIP FILE LOCATOR N	NUMB	ER					PASSPORT/VISA
							PRE-CHECK!
	A TION					4	•••••••
BILLING INFORMA	AHOP	1 🗀 (0	CHECK BOX	(IF SAME AS	SHIPPING)		
CONTACT & COMPANY NAME							
ADDRESS (STREET, CITY, STATE, ZIP)							
PHONE NUMBER							
CELL NUMBER							
EMAIL							
P.O. OR BILLING REF#:							
RETURN SHIPPING	INFO	DRMA	ATION 🗆	(CHECK BC	DX TO WAIVE S	IGN/	ATURE)
CONTACT & COMPANY NAME							
ADDRESS (STREET, CITY, STATE, ZIP)							
PHONE NUMBER							
CELL NUMBER							
EMAIL							
METHOD OF PAYMENT							
CARD NUMBE			R		EXP. DATE		CVV CODE
SIGNATURE OF CARD HOLDER					AUTH. AMOI	UNT	\$
□ MONEY ORDER □ CA		SHIER'S CH	ECK	□ COMPAN	☐ COMPANY CHECK		
SPECIAL INSTRUCTI	IONS:						



2012 Louisiana Street Houston, Texas 77002 713-659-8472





BANGLADESH BUSINESS VISA

U.S. PASSPORT HOLDER

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

PROCESSING FEES

(PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	\$150.00
CONSULATE FEE: (SEE NEXT PAGE)	
MONEY ORDER:	\$6.00
OTHER FEES:	
ADD RETURN SHIPPING FEE:	
TOTAL: (NO PERSONAL CHECKS PLEASE)	

FEDEX LETTER RETURN SHIPPING FEES (SELECT ONE)					
	PRIORITY OVERNIGHT	\$45.00			
	2-DAY	\$37.50			
	3-DAY	\$27.50			
	SATURDAY	\$75.00			
	1 ST OVERNIGHT	\$95.00			

REGULAR PROCESS TIME:	10 TO 12 DAYS

COMMENTS: THERE WILL BE AN ADDITIONAL \$90.00 FEDEX (TO/FROM) FEE IF

THE CONSULATE IS NOT LOCATED IN HOUSTON, TEXAS.

REVISED: 8-24-2022 (EL)



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Website: <u>www.vippassports.com</u> Email: <u>info@vippassports.com</u>



BANGLADESH BUSINESS VISA

U.S. PASSPORT HOLDERS

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) VALID PASSPORT
 - ❖ MUST HAVE AT LEAST 1 BLANK VISA PAGE
 - ❖ MINIMUM OF 6 MONTHS REMAINING VALIDITY
- 2.) ONE (1) PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) CLICK HERE TO COMPLETE THE APPLICATION ONLINE
- 4.) COPY OF TRAVEL ITINERARY
- 5.) COMPANY LETTER OF GUARANTEE
- 6.) <u>COPY OF INVITATION</u> FROM SPONSOR IN BANGLADESH MUST BE ACCOMPANIED BY A COPY OF REGISTRATION FOR BANGLADESH COMPANY
- **7.) CONSULATE FEE**: \$160.00

<u>VALIDITY</u>: THE LENGTH OF STAY AND THE LENGTH OF VISA VALIDITY IS DETERMINED ON A CASE BY CASE BY THE ISSUING VISA OFFICER. THE VISAS ARE TYPICALLY ISSUED FOR VALIDITY FROM 90 DAYS (SINGLE ENTRY) UP TO 3 YEARS (MULTIPLE ENTRY).

REVISED: 7-28-2025 (EL)

BANGLADESH CONSULATE JURISDICTIONS

(PROCESSING TIMES AND LISTING ANY SPECIAL REQUIRMENTS FOR THAT PARTICULAR CONSULATE)

LOS ANGELES CONSULATE

<u>JURISDICTION</u>: ARIZONA, CALIFORNIA, IDAHO, NEVADA, OREGON, UTAH, WASHINGTON AND WYOMING

PROCESSING TIME: 10 TO 12 BUSINESS DAYS

COMPANY LETTERS AND/OR 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

PROCESSING TIME: 10 TO 12 BUSINESS DAYS

COMPANY LETTERS AND/OR INVITATIONS MUST BE ADDRESSED TO THE BANGLADESH CONSULATE IN NEW YORK.

WASHINGTON, D.C. EMBASSY

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.)

PROCESSING TIME: 10 TO 12 DAYS

COMPANY LETTERS AND/OR 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: 6-28-2025 (EL)



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EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DO NOT ATTENTION THIS LETTER TO VIP PASSPORT SERVICES, INC!

DATE:
EMBASSY/CONSULATE OF:
GENTLEMEN:
MR. / MRS. (TRAVELER) IS ONE OF OUR EMPLOYEES WHO IS
ENGAGED AS (<u>POSITION</u>) FOR (<u>COMPANY NAME</u>). 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.