

# TRAVELDOCUMENT.COM

support@traveldocument.com

SERVICE ORDER FORM  
PLEASE INCLUDE THIS FORM ALL REQUESTS  
FOR PASSPORT AND VISA SERVICES

## SPECIAL INSTRUCTIONS

WHAT IS THE U.S. DEPARTURE DATE?      DOCUMENTS TO BE RETURNED BY?

/  /      
  /  /

M   D   YY                      M   D   YY

SHIPPING METHOD:

FED EX - \$25 (WEEKDAY DELIVERY)     
  USPS EXPRESS MAIL

FED EX (SATURDAY DELIVERY)     
  USE ENCLOSED AIRBILL (WITH ACCOUNT NUMBER)

SIGNATURE REQUIRED     
  WAIVE SIGNATURE

### SENDER'S INFORMATION:

NAME

COMPANY NAME (if applicable)

ADDRESS

STATE  ZIP

CITY

PHONE

EMAIL

### RETURN DELIVERY INFORMATION:

NAME

COMPANY NAME (if applicable)

ADDRESS

CITY  STATE  ZIP

PHONE

EMAIL

### NAME OF APPLICANT(S):

### PASSPORT SERVICES

FIRST TIME/ NEW     
  PAGES     
  AMENDMENTS (e.g. name change, etc)

RENEWAL     
  SECOND PASSPORT     
  PASSPORT CARD

### PASSPORT PROCESSING SPEED

RUSH      APPROXIMATELY 2-3 BUSINESS DAYS

EXPEDITE      APPROXIMATELY 5-6 BUSINESS DAYS

SUPERSAVER      APPROXIMATELY 10-12 BUSINESS DAYS

### VISA SERVICES

(which countries?)

### TYPE

(Tourist? Business? Transit? Work? etc.)

### PROCESSING SPEED

(same day, next day, expedited, or regular)

### NUMBER OF ENTRIES

(single, double, multiple)

### PAYMENT DETAILS

VISA   
  MASTERCARD   
  AMERICAN EXPRESS   
  DISCOVER   
  CHECK / M.O.

CARD NUMBER                      EXPIRATION                      SECURITY CODE                      NUMBER

\_\_\_\_\_ / \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

NAME OF CARDHOLDER                      AMOUNT \$ \_\_\_\_\_

IF TOTAL FEE IS UNKNOWN, OR UNDETERMINED, CHECK THIS BOX TO BE CHARGED THE CORRECT FEES UPON COMPLETION OF PROCESSING. A DETAILED, ITEMIZED RECEIPT WILL BE PROVIDED WHEN YOUR DOCUMENTS ARE RETURNED

BY SIGNING THIS FORM, I HEREBY AUTHORIZED TRAVELDOCUMENT.COM TO CHARGE THE AMOUNT REFLECTED ABOVE, AND FOR ANY ADDITIONAL CHARGES, I OR MY AGENT WILL BE INFORMED FOR THE NECESSARY COMPLETION OF PASSPORT, VISA AND DOCUMENT AUTHENTICATION PROCESSING. A CUSTOMER CHARGE SLIP AND RECEIPT WILL BE ISSUED FOR THE ABOVE SERVICE(S).

NOTE: A 3% SURCHARGE WILL BE ADDED TO EMBASSY AND PASSPORT FEES OF A \$100 OR MORE IF USING A PERSONAL CARD. A 5% SURCHARGE OF THE TOTAL WILL BE ASSESSED IF USING A CORPORATE CARD. PLEASE PROVIDE SUPPORTING DOCUMENT IF YOU ARE TAX-EXEMPT.

ALL DOCUMENTS SHOULD BE SENT TO:

**TRAVELDOCUMENT.COM**  
**1308 19TH ST NW SUITE 3**  
**WASHINGTON DC 20036**  
 T: (202) 785 3250 | F: (202) 785 3256

CARDHOLDER SIGNATURE

DATE

FED EX, UPS, DHL, OR US POSTAL OVERNIGHT DELIVERY SERVICES ARE RECOMMENDED FOR SENDING PASSPORTS AND OTHER IMPORTANT DOCUMENTS