**(Royal Mail Special Delivery Only)**
**Prince Visa Service Ltd**
PO Box 65131
London
SW1P 9LX

**All other delivery Methods**
**Prince Visa Service Ltd**
142 Buckingham Palace Road
London SW1W 9TR

# Prince Visa Service
## Client Order Form

Tel: **0844 8405 007**
Fax: **0844 8405 006**
info@princevisa.com
www.princevisa.com

**Payment Reference No:** PVS110-
If you have paid over the phone, enter your reference number above

Please print and complete the following form and send it together with your visa application(s).
This form will enable us to process your application and view your requirements.

| TITLE: | FIRST NAME(S): | SURNAME: |
|---|---|---|
| DELIVERY ADDRESS: | | POST CODE: |
| BILLING ADDRESS (IF SAME AS DELIVERY ADDRESS, PLEASE WRITE "AS ABOVE"): | | POST CODE: |
| EMAIL ADDRESS: | DAYTIME TELEPHONE: | MOBILE: |

| Name | Passport No. | Nationality | Visa / Service Required | Type and Duration | Xpress | Date Required (ASAP is not acceptable) | Total Cost (inc. PVS charges) |
|---|---|---|---|---|---|---|---|
| Mr A Example | 123456789 | UK British Citizen | Indian | Tourist 6 Months | 3 Days | 03/01/2013 | £132.20 |
| | | - Select - | - Select - | | | | |
| | | - Select - | - Select - | | | | |
| | | - Select - | - Select - | | | | |
| | | - Select - | - Select - | | | | |
| | | - Select - | - Select - | | | | |
| | | - Select - | - Select - | | | | |
| | | - Select - | - Select - | | | | |

Photos Sets: ☐ None ☐ 4 x UK Size = £15 ☐ 2 x US or Indian Visa size = £15.00 How many sets:

Delivery Options (tick required): ☐ Courier (London Postcodes Only) - £30.00 ☐ DHL (within UK) - £30.00 ☐ Special Delivery - Royal Mail - £9.60 ☐ Self Pick Up ☐ Other

**Delivery Notes:** TOTAL COST:

| CARD TYPE: | CARD NUMBER: | EXPIRY DATE: | SECURITY CODE: |
|---|---|---|---|
| ☐ Debit<br>☐ Credit* | NAME ON CARD: | SIGNATURE: | |

**** All credit cards will incur a 5% surcharge***

☑ **I hereby authorise Prince Visa Service to charge a variable amount to my credit/debit card to cover the costs as detailed on the website.**

☑ **I agree and accept Prince Visa Service Standard Terms and Conditions.**

☐ **Address confirmation NOT required.**

**Please note that we operate a confirmation system prior to sending your passport/documents in order to ensure someone is available to sign for it. Please select Address confirmation NOT required if you would like us to send documents as soon as they are ready.**

CHECKLIST

- ☐ Please ensure you have completed the "PVS Client Order form"
- ☐ Please ensure you send your passports, photographs, and all the necessary documents listed on the website.
- ☐ Please complete payment information using our website, which will inform you of the embassy charges together with our fee.
- ☐ Please only use this service if you are a British citizen or have permission to reside in the UK for more than 6 months. All others with a different status please contact our office before sending applications
- ☐ Please ensure payment is enclosed since late payments will cause applications to be delayed.

Please note, we cannot release passports until cheques have cleared. Please allow ample time for visa issuance or passport delivery, since we have no control over embassy delivery times. An approximation has been provided on the requirement sheet for your convenience.

**Disclaimer: As a commissioned agent Prince Visa Service, (a subsidiary of 'Just Visas Ltd'), cannot be held responsible for any losses real or notional, incurred by the actions of any embassy, passport agency or registry. Also the company cannot be held liable for any delays or losses incurred by any courier company or the Royal Mail.**

**Submit by Email** | **Save Form** | **Print Form** | **Reset Form**