



WVT WORK ORDER

Please complete the requested information below and send all required documentation to WORLD VISA TRAVEL, 1411 K St, NW #700, Washington, DC 20005

Date passport must be back in your possession: ____/____/____ (MM/DD/YY)

Name on Passport	Passport No.	Expir. Date	DOB	Nationality
1.				
2.				
3.				
4.				
5.				

DELIVERY INSTRUCTIONS:

Print street address with suite/apt. # for WVT (no PO Box if you want us to return it by FedEx/DHL).

FedEx/DHL Return Certified Mail Courier Delivery Pickup from WVT

Name: _____ Company (if applicable) _____

Address: _____

City: _____ State: _____ ZIP: _____

Home Phone: _____ Business Phone: _____

Fax Number: _____ E-Mail address: _____

PASSPORT SERVICES REQUESTED:

Renewal New Passport Add Pages Second Passport

PAYMENT DETAILS:

I ENCLOSE CHECK/MONEY ORDERS MADE PAYABLE TO WORLD VISA TRAVEL.

OR

I HEREBY AUTHORIZE WORLD VISA TRAVEL TO CHARGE MY CREDIT CARD FOR PROCESSING AND DELIVERY OF MY/OUR PASSPORT/S.

TYPE OF CREDIT CARD: VISA MASTERCARD AMEX DISCOVER

CREDIT CARD NUMBER: _____ 3 OR 4 DIGIT CVV CODE: _____ EXPIRATION DATE: _____

I agree that the information I've given is true and correct to the best of my knowledge.

SIGNED: _____

DATE: _____

WVT SERVICE FEES

Passport Processing Service Fees

Rush Process (4-7 days) \$ 85.00 per passport
Emergency Process (Same Day/Next Day) \$ 110.00 per passport

Shipping Fee

Courier Delivery to Reagan national Airport \$ 75.00
Courier Delivery to Dulles Airport \$ 125.00
FedEx/DHL (Overnight)/Business Address \$ 20.00 - 25.00
Residential Address \$ 25.00 - 30.00
Certified Mail \$ 7.00
Courier Delivery within 10 miles from WVT \$ 30.00 - 50.00

NOTE: Rush is not available for all visas; please call WVT if rush processing is required.

PAYMENT (Please calculate your total payment):

1) PASSPORT AGENCY FEES:	\$ _____
2) WVT SERVICE FEES:	\$ _____
3) SHIPPING FEES:	\$ _____
TOTAL PAYMENT TO World Visa Travel:	\$ _____

Thank you for choosing World Visa Travel!
WVT Customer Service (Toll Free) 800-321-6251
1411 K Street, NW #700, Washington, DC 20005
(P).202.289.6251 (F).202.289.6253
www.worldvisatravel.com
info@worldvisatravel.com

By engaging World Visa Travel it is acknowledged and agreed by the customer that WVT cannot and does not accept responsibility for any loss of or damage to customer's passport, visas or other documents due to causes beyond its control or while in the possession of third parties other than WVT, including but not limited to courier services, delivery service, postal services or any embassies or consulate offices, or any expenses, losses or other damages of any kind incurred by anyone as a result of any loss of or damage to such documents. Issuance of a passport or visa is a decision of the country to which application is made. World Visa Travel assumes no liability for a country's decision or for delays encountered in processing an application.