

**Travel Visa Plus, LLC**  
 580 California Street Suite 1246  
 San Francisco, CA 94104  
 Tel: (415) 568-5165 | Fax: (415) 568-2164 | Website: [www.travelvisaplus.com](http://www.travelvisaplus.com)  
**MANUAL VISA ORDER FORM**

DEPARTURE DATE: \_\_\_\_\_ NEED BY DATE: \_\_\_\_\_

**APPLICANT(S):**

|             |            |                |              |
|-------------|------------|----------------|--------------|
| First Name: | Last Name: | Date of Birth: | Passport No: |
| 1)          |            |                |              |
| 2)          |            |                |              |
| 3)          |            |                |              |

**VISA(S) REQUESTED:**

| COUNTRY | VISA TYPE<br>(Business/Tourist) | CONSULATE FEE<br>(per visa) | CONVENIENCE FEE<br>(Only applies to credit card purchases) |
|---------|---------------------------------|-----------------------------|--|
| 1)      |                                 | \$                          | \$   |
| 2)      |                                 | \$                          | \$   |
| 3)      |                                 | \$                          | \$   |

**RETURN FEDEX:**

\$33.00 – FedEx 1 to 3 passports  
 \$46.00 – FedEx 4 to 6 passports  
 \$54.00 – FedEx to Alaska, Hawaii and Puerto Rico, or Saturday Delivery

**TOTAL FEE: \$**

**PAYMENT METHOD:** (Payment made by credit or debit card have an additional \$14.95 convenience fee)

|               |                     |                   |
|---------------|---------------------|-------------------|
| Card Type:    | Credit Card Number: | Expiration Date:  |
| Name on Card: | Security Code:      | Billing Zip Code: |

I authorize Travel Visa Plus to charge the total fee listed above plus the convenience fee to my credit card. I understand that requirements and fees are subject to change without prior notice, and that all fees are non-refundable.

**CARDHOLDER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Money order, personal or company check – Payable to **“Travel Visa Plus”**  
Personal or company check will not be accepted for same or next day processing.

**IMPORTANT NOTES:**

Requirements and fees are subject to change without prior notice. All fees are non-refundable.

**RETURN SHIPPING ADDRESS VIA FEDEX:**

Street *(Do not use P.O. Box):* \_\_\_\_\_

Suite/Apt #: \_\_\_\_\_

|                   |           |           |
|-------------------|-----------|-----------|
| City:             | State:    | Zip Code: |
| Recipient's Name: | Phone No: |           |
| Email Address:    |           |           |

**SOURCE:**

How did you hear about us?

Google   
  Facebook   
  Yelp   
  Referral   
  Current client   
  Other: \_\_\_\_\_