



Visa or Passport Service ORDER FORM

Please Note: This order form is **not required** if you have placed your order online at G3Visas.com.

OrderForm

FOR OFFICE USE ONLY

ASSOCIATE NAME:

DATE RECEIVED BY G3:

ORDER NUMBER:

OF TRAVELERS:

Traveler Names			
1		2	
3		4	

Visa or Passport Service Requested	
Visa Type: <input type="checkbox"/> Tourist <input type="checkbox"/> Business <input type="checkbox"/> Flight Crew <input type="checkbox"/> Other _____	Destination Country: _____
Passport: <input type="checkbox"/> Renewal <input type="checkbox"/> Second Valid Passport <input type="checkbox"/> First Time <input type="checkbox"/> Replacement - Lost/Damaged <input type="checkbox"/> Minor	
Processing Speed: <input type="checkbox"/> Mission Critical <input type="checkbox"/> Priority <input type="checkbox"/> Expedited	

Travel Details	
Date of US Departure:	I must have my passport no later than:
Notes:	

Contact Information <small>Who should G3 contact about this request?</small>	
Name:	Company:
Contact Email (required):	Primary Phone:

Return Delivery Address <small>This must be a physical address for FedEx delivery; no P.O. Boxes.</small>		
Name:	Company:	
Street Address:		
City:	State:	Zip Code:
Daytime Phone:	Mobile Phone:	

Payment Information																																					
<input type="checkbox"/> Payment Via Check #: <input type="text"/> <small>Check payable to G3 Global Services</small> <input type="checkbox"/> Payment Via Credit Card: Visa/MasterCard: <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> Exp. Date: ___ / ___ Security Code: <input type="text"/> <i>OR</i> American Express: <input type="text"/> - <input type="text"/> - <input type="text"/> Exp. Date: ___ / ___ Security Code: <input type="text"/> Name as it appears on the card: <input type="text"/> Billing Address: <input type="text"/> City: <input type="text"/> State <input type="text"/> Zip: <input type="text"/> Signature: _____ <input type="checkbox"/> Payment Via Approved Billing Terms G3 Customer Number, Billing, P.O., Project or Reference Code#: <input type="text"/>	Enhanced Services Requested: <input type="checkbox"/> Document Pre-Check, \$100.00 <input type="checkbox"/> Application Creation, \$160.00 <input type="checkbox"/> Application Correction, \$65.00 <input type="checkbox"/> Business Letter Creation, \$60.00 <input type="checkbox"/> Inbound FedEx Airbill, \$45.00 <input type="checkbox"/> Return Delivery Confirmation, \$25.00 <i>or bundle all services above with our</i> <input type="checkbox"/> Complete Concierge Service, \$271.00 Total Fees from Website <small>Please fill in the applicable fees as shown on G3Visas.com.</small> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">FEE</th> <th style="text-align: center;"># Travelers</th> <th style="text-align: center;">TOTAL</th> </tr> </thead> <tbody> <tr> <td>Enhanced Service Fee</td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;">X <input type="text"/></td> <td style="text-align: center;">= <input type="text"/></td> </tr> <tr> <td>Government Fee</td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;">X <input type="text"/></td> <td style="text-align: center;">= <input type="text"/></td> </tr> <tr> <td>G3 Service Fee</td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;">X <input type="text"/></td> <td style="text-align: center;">= <input type="text"/></td> </tr> <tr> <td>Passport Protection Plan</td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;">X <input type="text"/></td> <td style="text-align: center;">= <input type="text"/></td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">Return Delivery Fee</td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">Subtotal</td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">Add 5% for credit card convenience fee</td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">Total Payment Enclosed</td> <td style="text-align: center;"><input type="text"/></td> </tr> </tbody> </table>		FEE	# Travelers	TOTAL	Enhanced Service Fee	<input type="text"/>	X <input type="text"/>	= <input type="text"/>	Government Fee	<input type="text"/>	X <input type="text"/>	= <input type="text"/>	G3 Service Fee	<input type="text"/>	X <input type="text"/>	= <input type="text"/>	Passport Protection Plan	<input type="text"/>	X <input type="text"/>	= <input type="text"/>			Return Delivery Fee	<input type="text"/>			Subtotal	<input type="text"/>			Add 5% for credit card convenience fee	<input type="text"/>			Total Payment Enclosed	<input type="text"/>
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Concierge Services

G3's Concierge Service includes the following benefits:

Document Review: Email ConciergeDesk@g3visas.com for a rapid response and thorough review of your documents before you send them to one of our Operations Centers.

Application Creation: Our experts will readily create your visa or passport application ensuring it meets the requirements of the consulate or agency, saving you valuable preparation time. Your application will be emailed to you in PDF format to print and sign with a pen-to-paper signature.

Accelerated Processing: G3 will generate a FedEx air bill for you to efficiently send your documents to our office. Your request will be given precedence for immediate processing by our most experienced associates.

Expert Advice: Call our dedicated Concierge Service phone number: 202.600.4257, or email ConciergeDesk@g3visas.com for a quick response from the experts.

Real-Time Status Updates: Your G3 associate will personally contact you to confirm receipt of your documents and provide a timeline of completion. If you require more than one visa or passport service, your associate will advise you at each stage of completion ensuring we meet your travel dates. Upon completion of your request, your associate will contact you to confirm your return delivery information.

Return Delivery Confirmation: Your G3 associate will provide you with complete tracking information, and will track your package and follow up with you to confirm you have received it.

Emergency Support: You will have access to our Emergency Concierge Services and Lost Passport Support if you ever need it.

EssentialInfo