

VISA SERVICE INC.

160 Commonwealth Avenue
Suite 1-A
Boston Massachusetts 02116
Tel. 617-266-7646
Fax: 617-262-9892

TRAVEL DOCUMENTATION

VIETNAM

TOURIST VISA REQUIREMENTS

- ✓ Passport, signed & valid for at least 6 months beyond the requested date of entry
- ✓ One passport photo, 2" x 2", taken on a white background
- ✓ One application form, completed and signed
- ✓ Copy of round trip flight itinerary on travel agency letterhead or printed from the internet
- ✓ Payment- Consular Fee plus Visa Service Inc fee

BUSINESS VISA REQUIREMENTS

- ✓ Passport, signed & valid for at least 6 months beyond the requested date of entry
- ✓ One passport photo, 2" x 2", taken on a white background
- ✓ One application form, completed and signed
- ✓ A cover letter from you US office on company letterhead
- ✓ An invitation sent via telex from the Foreign Ministry to the consulate in the US
- ✓ Payment- Consular Fee plus Visa Service Inc fee

Consular Fee:

See price list on next page

Visa Service Inc, Fee:

Tourist – \$85.00	Rush (4-7 business days) – \$65.00
Business – \$95.00	Emergency (1-3 business days) – \$120.00
Non-US – \$120.00	

Note: If the visa is denied for any reason by the Consular, absolutely no refund is possible.

No changes are allowed once a request has been submitted.

If paying by check or money order, please make payable to VISA SERVICES, INC.

If paying by credit card, there is an additional 3% charge

Visa Services, Inc acts only as an agent and accepts no responsibility for the services of any Travel Agent, Consulate, or Embassy in connection with the granting of visas: nor any delays or losses occasioned by such services or the US or Canadian mails, UPS, Federal Express, or any other services.

Consular Fees – Tourist:

Single entry, 1 month validity, 5 day processing – \$85
Single entry, 1 month validity, 7 day processing – \$65
Single entry, 3 month validity, 7 day processing – \$110
Multi entry, 1 month validity, 5 OR 7 day processing – \$130
Multi entry, 3 month validity, 5 day processing – \$170
Multi entry, 3 month validity, 7 day processing – \$150
Multi entry, 6 month validity, 5 OR 7 day processing – \$200
Multi entry, 1 year validity, 7 day processing – \$400

Consular Fees – Business:

Single entry, 1 month OR 3 month validity, 5 day processing – \$85
Single entry, 1 month OR 3 month validity, 7 day processing – \$65
Multi entry, 1 month validity, 7 day processing – \$130
Multi entry, 3 month validity, 7 day processing – \$100
Multi entry, 6 month OR 1 year validity, 7 day processing – \$200

FORMAT FOR BUSINESS LETTER

(Date)

Dear sirs/madam:

On behalf of (Traveler's Full Name) we are submitting (his/her) valid passport and required documents for a (single/multi) entry business visa. (Mr./Mrs./Ms) (Traveler's Last Name) has been a (job title position) with (name of company) since (date of hire) for (length of employment). (Applicant's company name's) contact number in the United States is (US corporate contact #).

(Traveler's Name) is planning a business visit to (country name). (Please explain activities of the organization). (He/She) will depart the US on (departure date), will arrive in (arrival city) on (arrival date) and will remain for approximately (# of days) and will return (# of times the traveler is expected to return to this country if requesting a multiple entry visa) over the next year. We would greatly appreciate any assistance you can provide us in expediting this process.

While there, he/she will be in contact with (local contact name and company name). His/Her address will be (exact street address). The phone number is (phone #).

(Company Name) guarantees that (traveler's name) will have adequate funds in his/her possession, as well as confirmed living accommodations and return transportation. (Company Name) also guarantees that he/she will not become dependent upon the government of (country name) in any way during his/her visit.

Thank you for your kind assistance in this matter. Please feel free to contact me with any questions.

Sincerely,
(Authorized signer other than the traveler)
(Signer's title)

**VISA
SERVICE
INC.**

160 Commonwealth Avenue, Suite U-1A, Boston, MA 02116

Tel: 617-266-7646

Fax: 617-262-9829

ORDER FORM

Name (Last, First): _____

Date passport must be back in your possession: _____ Date of travel: _____

DELIVERY INSTRUCTIONS:

Print street address with suite/apt. # (no P.O Boxes) for Visa Service, Inc. to return your documents to you. Please note: If you do not have an account number with FedEx, the return shipping charges must be included in your payment to Visa Service, Inc.

_____ FEDEX (_____ ACT. #) _____ PICK UP

_____ SELF ENCLOSED PREPAID ENVELOPE/FEDEX LABEL

Name: _____

Company _____

Address: _____

Address Line 2: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Cell Phone: _____

E-mail: _____

VISAS REQUIRED FOR:

Country	Travel Entry Date	Business/Tourism	Emergency/Rush/Regular	Single/Multi Entry

PAYMENT DETAILS:

I enclose check/money order made payable to Visa Service, Inc. ...OR...

I hereby authorize Visa Service, Inc. to charge my credit card for _____ processing (and/or) _____ delivery of my visa.

Type of Credit Card: _____ VISA _____ MASTERCARD _____ DISCOVER _____ AMERICAN EXPRESS

Credit Card Number: _____ Exp. Date (MM/YY): _____

Note Well :- If paying by credit card, there is an additional 3% credit card fee

Print name as it appears on the credit card: _____

Address: _____ City: _____ State: _____ Zip: _____

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

SIGNED: _____ DATE : _____

FOR OFFICE USE ONLY

Credit Card Amount \$ _____ Approval Code : _____