VISA WORLD

CONSULAR SERVICES

PASSPORT AND VISA PROCESSING AGENTS

627 WATFORD WAY • LONDON • NW7 3JN
info@visaworld.co.uk *Fax: 020 8959 2888*
www.visaworld.co.uk ☎ **020 8959 6161**

ACCOUNT FACILITIES ~ Application Form

		For Visa World Office Use
Company		
Address		
	Postcode	
Fax. No.	Tel. No.	
Email (optional)	Web address	

Trading Name (if different to above)	
Type of Business	

Registered Office	Company Registration No.
	Year incorporated or established
	ABTA No. (if applicable)

Bankers	Branch	
Address	Sort Code	
	Account No.	
Trade References *Please give full addresses*	1. Name	Tel. No.
	Address	
	2. Name	Tel. No.
	Address	

Please advise anticipated no. of applications	1 to 10 ○	11 to 20 ○	21 to 50 ○	51 to 100 ○	101 plus ○
	per day ☐	per week ☐	per month ☐	per year ☐	

VISACLUB Membership £247.50 + VAT per annum	**VisaClub orders are routinely fast-tracked to receive priority attention when needed**. Members also enjoy **special pre-set discounts of 25% off** all Standard Service Charges. One membership covers all branches of the same company. Benefits clients having over 22 jobs per year (only 2 jobs per month). Discounts do not apply to supplements or extra dispatch costs.	Joining Visa Club Yes ☐ No ☐
If membership would benefit you, please enclose payment of £297.00 made payable to "Visa World".		

▶ Please attach a letterhead, comp slip or list of contact details of all branches included in this application. ◀

All transactions (information, advice, service, performance, fees & charges) are subject to Visa World Terms & Conditions of Trade. Orders from account customers are subject to a credit facility account charge of 5% which is added to amounts on the invoice not covered by payment or deposit. Settlement terms: Payment on invoice within 15 days of invoice date; Statements are not issued; Strictly Nett. Interest will be charged from date of invoice, at 2.5% per month, on all amounts outstanding over 15 days.

We have read, understood and agree to the above terms and conditions and apply for a credit and account facility with Visa World. We hereby give our authority for the above Bank and Trade contacts to respond to your financial status enquiry about ourselves.

Signed	Date
Full Name Mr/Mrs/Miss/Ms	Position
For and on behalf of	

V10 (15-010112)

TERMS and CONDITIONS of TRADE

1. (a) Orders from account customers will receive attention with the best efforts of Visa World relative to the service ordered.
   (b) Orders accompanying payment will receive attention with the best efforts of Visa World relative to the service paid for.
   (c) Orders other than above will receive attention at the discretion of Visa World.
   (d) An order cancelled before lodgement has taken place will be subject to non-refund of deposit and/or a cancellation charge.

2. (a) Visa World service charges are for dealing with or handling orders and/or for attending the appropriate authorities to lodge applications and/or collect processed documents and are payable by the customer whether applications are successful or not. Any non-refundable embassy, consular or other fees disbursed by Visa World are also payable by the customer and are charged at cost.
   (b) Visa World service charges allow for up to two visits to a consular or other authority per application. Certain applications require further visits beyond the culpability of Visa World. Such extra visits will each be charged at 50% of the '1st traveller' rate for the first application and at 12.5% of the '1st traveller' rate for each subsequent application made on the same visit. Waiting time, if applicable, is charged at 100%. Extra visits requested by the customer will each be charged at 100%.

3. (a) All payments received with or during progress of an order are accepted as a deposit until the completion and invoicing of the order.
   (b) Should an order be cancelled before lodgement has taken place, the service charge element of the deposit will be non-refundable. Any remaining non-disbursed embassy fee or disbursal element of the deposit will be refundable.
   (c) Credit card and debit card payments are accepted as a deposit with order or in settlement of the amount due on completion subject to a credit facility account charge of 5%.
   (d) Orders not accompanied by full payment and orders from account customers will be subject to a credit facility account charge of 5% which will be added to amounts on the invoice not covered by payment or deposit.

4. Settlement terms: Payment with order or
   Payment on invoice within 15 days of invoice date.
   Strictly nett.
   Statements are not issued.

5. Interest will be charged from date of invoice, at 2.5% per month, on all amounts outstanding over 15 days.

6. Visa World is not obliged to process orders should any previous invoiced amount remain unpaid and be outstanding for over 15 days.

7. Any information supplied, advice given or service performed by Visa World, whether gratuitously or not, should not be regarded as authoritative and is based only on the knowledge and experience of Visa World and their understanding of the various consular, passport and visa regulations and requirements in accordance with the latest information at their disposal. Regulations, requirements, fees and processing times can change without notice and/or without notification to Visa World. Customers are advised that travel arrangements should not be confirmed until the required passport, visa or equivalent travel authority documentation has been obtained.

8. Consular, passport and visa regulations, requirements, fees and processing times can vary depending on the nationality, residency status, vocation or personal details of the applicant; the reason for the visit or intended length of stay; the means of travel, travel route or onward destination; the number of entries requested, required or granted; and sometimes on 'fine line' interpretation. Consular and other authorities may add or vary requirements on any individual application at their discretion. Visa World will use their best efforts to advise customers in order to submit applications in accordance with their understanding of the relevant consular requirements and cannot be held liable or responsible, under any circumstances, for such information supplied, advice given or service performed in good faith. The embassy, consular and passport fees disbursed may differ from the amounts expected and are charged at cost. Visa World does not control and therefore cannot guarantee the time required or taken by consular or other authorities to consider and process applications.

9. No liability can attach to Visa World for any decision, act, default, error, omission, misinterpretation, loss, damage, mis-delivery or delay on the part of any government, embassy or consular authority, chamber of commerce, notary public, solicitor or translation service etc.

10. The provision of a complete and correct application together with the required supporting documents, evidence, authority or information is the sole responsibility of the customer. Visa World reserve the right to withhold lodgement of an application, pending consultation with the customer, if in the opinion of Visa World the application or accompanying documents do not meet the requirements of the relevant authority to support the type of application intending to be made. No liability can attach to Visa World for any delay so caused.

11. Visa World do not warrant any specific time for performance and shall have no liability in respect thereof.

12. Visa World will use their best efforts to expedite and execute orders to customers' requirements and may engage agents or subcontractors in the performance of these efforts. Visa World and subcontractors engaged on their behalf to perform all or any part of their duties cannot be held liable for any failure in performance out of their control and the liability to customers of these subcontractors shall not exceed that of Visa World.

13. Whilst in the care of Visa World the administration, handling, storage, route and transportation means of documents shall be at the absolute discretion of Visa World.

14. Visa World cannot accept any responsibility, actual, financial or consequential, for any loss, damage, mis-delivery or delay of documents whilst they are out of their 'on hands' control, e.g. whilst they are in the care of an embassy, consulate or government department, chamber of commerce, notary public, solicitor, translation service etc., or when entrusted to the post or other mailing, dispatch or courier service, bike or cab. Once documents are entrusted to an outside third party, consular or carrier, the duties of Visa World have passed their relative stage of completion and Visa World have consigned the documents for and on behalf of the customer. The customer must therefore initiate any claim directly to the third party and the involvement of Visa World is limited only to offering all possible assistance.

15. All orders are accepted on the basis that the responsibility of Visa World is limited to the value of their service charge and/or the replacement cost of any documents for any loss, damage, mis-delivery or delay no matter how occasioned and Visa World shall only be liable if such loss, damage, mis-delivery or delay is due to the negligence or default of Visa World. Visa World accepts no responsibility for economic, financial or consequential loss.

16. Completed orders and documents will be returned in accordance with the latest verbal or written instructions received from the customer. In the absence of specific instructions, Visa World will dispatch documents as they feel appropriate in consideration of their urgency or importance or in accordance with their standard procedure for the time being in practice, at their discretion. All dispatch charges will be charged to the customer and unless already paid will be subject to invoicing and settlement as per these terms and conditions.

17. On receipt of completed orders, customers are required to check carefully and satisfy themselves that the documents meet their intended purpose. Before dispatch of documents Visa World undertake a cursory check but the speed of operation and variance of data specified prohibit intensive examination of all quoted details.

18. Visa World is not a common carrier and is serving in the capacity of agent on behalf of their customers in all situations.

19. All transactions between Visa World and their customers are subject to these Terms and Conditions, which shall be governed by English law and be within and subject to the exclusive jurisdiction of English courts.

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CONSULAR SERVICES

PASSPORT AND VISA PROCESSING AGENTS

Payment by

B A C S or **C H A P S**

may be made to the following account

Bank:	**Cater Allen**
Branch Sort Code:	**16 – 57 – 10**
Account Number:	**5 4 1 3 2 5 6 3**
Account Name:	**VISA WORLD**

When remitting in Sterling from overseas, please use the following details:	
For:	Royal Bank of Scotland, London
Swift Code:	RBOSGB2L
Sort Code:	16-04-00
IBAN:	GB40RBOS16040020231833
For credit of:	Cater Allen Private Bank
Account Ref:	20231833
Account Name:	Visa World
Account Number:	54132563

Please send your **Remittance Advice** to

Visa World at the above address or

by fax to 020 8959 2888 or

by email to bacsremittance@visaworld.co.uk

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1st January 2012
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SERVICE CHARGE PRICE LIST

PASSPORT AND VISA APPLICATIONS

SERVICE CHARGE	+ P&P				NETT	+20% VAT	TOTAL
£							£
41.00	3.00	**Standard Charges** including return by Recorded Delivery	**1st** traveller	@	**44.00**	8.80	**52.80**
32.25	0.75		**2nd** & **3rd** (25% off)	each @	**33.00**	6.60	**39.60**
21.25	0.75		**4th**, **5th** & **6th** (50% off)	each @	**22.00**	4.40	**26.40**
10.25	0.75		**7th** & additional (75% off)	each @	**11.00**	2.20	**13.20**
			Special Events, Group Visas, etc.		special discounts available		
30.00	3.00	**VisaClub Members** Fast-track priority processing + 25% off Standard Charges	**1st** traveller	@	**33.00**	6.60	**39.60**
24.00	0.75		**2nd** & **3rd** (25% off)	each @	**24.75**	4.95	**29.70**
15.75	0.75		**4th**, **5th** & **6th** (50% off)	each @	**16.50**	3.30	**19.80**
7.50	0.75		**7th** & additional (75% off)	each @	**8.25**	1.65	**9.90**
		See below for membership	Special Events, Group Visas, etc.		special discounts available		
		USA ESTA || **Australia** £16.50+vat || **ETAs**	Tourist or Short Business ETA	each @	**16.50**	3.30	**19.80**
			Long Business ETA	each @	**24.75**	4.95	**29.70**
			WHM Working Holiday Maker E-visa	each @	**33.00**	6.60	**39.60**
		Client or embassy based **overseas**		on above charges only	+25%	+25%	+25%
		Supplements as applicable ~		~ some variable	see separate list		
		Pre-checking a document before hard copy		(if required) from	**11.00**	2.20	**13.20**
		Form preparation or completion		(if embassy permits) from	**11.00**	2.20	**13.20**
		Late Order after 4.30pm for next day lodge		(if reqd & if poss)	+50%	+50%	+50%
		Same Day lodgement		(if required) on basic charges only	+50%	+50%	+50%
		Dedicated Courier		(if required) additional to other charges	**66.00**	13.20	**79.20**
		Research fee (if required)		~ for first ¼ hour	**44.00**	8.80	**52.80**
				~ plus per hour @	**22.50**	4.50	**27.00**
	as at 04.04.11	~ for an on-line order when a visa is not required @			**16.50**	3.30	**19.80**
Service	**175g cost**						
1.14	**1.86**	Inland **Recorded Delivery** Post			**3.00**	0.60	**3.60**
1.60	**5.90**	**Special Delivery** Next Day		(Comp. up to £5.90 if late / £500 if lost)	**7.50**	1.50	**9.00**
2.08	**14.42**	Special Delivery **by 9.00am**		(Comp. up to £17.30 if late / £50 if lost)	**16.50**	3.30	**19.80**
2.00	**2.25**	for **Saturday Delivery**		add	**4.25**	0.85	**5.10**
2.00	**3.00**	Royal Mail **Consequential Loss** Insurance up to £2,500			**5.00**	1.00	**6.00**
1.69	**7.81**	International Signed For **Airmail** ~ Compensation up to £34 if lost or damaged		~ Dublin, Ireland, Europe	**9.50**	1.90	**11.40**
1.93	**10.32**			~ Rest of World	**12.25**	2.45	**14.70**
2.00	**2.50**	Extra compensation for loss or damage up to £500		add	**4.50**	0.90	**5.40**
		Collection or Delivery on our route		p.o.a. from	**8.25**	1.65	**9.90**
		Bike, **Cab** or Taxi (if required)		charged at cost	+30%	+VAT	as per
		Outside Couriers ~		~ at appointed carrier's standard cost	+30%	+VAT	as per
				~ to arrange or organise dispatch only	**22.00**	4.40	**26.40**
		Meet & Greet ~ This is a full 'Meet & Greet' service. Not just a delivery or drop-off facility. Documents handed only to traveller. Our rep. will not leave without contact.	~ Heathrow	LHR T1/2/3	**79.00**	15.80	**94.80**
				LHR T4	**80.25**	16.05	**96.30**
				LHR T5	**81.50**	16.30	**97.80**
			~ Gatwick	LGW Nth/Sth	**124.00**	24.80	**148.80**
			~ Luton	LTN	**89.00**	17.80	**106.80**
			~ Stansted	STN	**105.25**	21.05	**126.30**
			~ City	LCY	**86.50**	17.30	**103.80**
			~ London Stations or Terminals		**81.50**	16.30	**97.80**
			if at unsocial hours		+50%	+50%	+50%
			plus (if applicable) Parking at cost		+30%	+VAT	as per
			plus (if applicable) Waiting Time		see below for rate per hour		
		Hours (when waiting time is applicable)		x 1	**22.50**	4.50	**27.00**
		VisaClub membership (£20.63 per month)		per annum	**247.50**	49.50	**297.00**
		One membership covers all branches. ~ Beneficial if having over 22 jobs per year (only 2 per month)					

PLEASE NOTE

Orders paid by cheque will require credit card support to avoid cheque clearance delay.

Service charges allow for up to two consular visits per application. Some require further visits beyond our culpability. Such extra visits will each be charged at 50% of the applicable rate. Hours (if applicable) at 100%. Extra visits requested by the client will each be charged at 100%.

Orders cancelled before lodgement has taken place are subject to a cancellation charge.

Passport Office and Embassy Fees are extra and charged at cost, VAT zero rated.

Amounts not paid with order and Card Payments subject to an account charge of 5% (AmEx 10%), VAT exempt.

All transactions subject to Visa World Terms & Conditions of Trade (available on request)