

**SERVICE CHARGE PRICE LIST**  
PASSPORT AND VISA APPLICATIONS

			TOTAL
			£
	<b>Standard Charges</b>	<b>1st</b> traveller @	86.40
	including return by Recorded Delivery	<b>2nd &amp; 3rd</b> (25% off) each @	64.80
		<b>4th, 5th &amp; 6th</b> (50% off) each @	43.20
		<b>7th &amp; additional</b> (75% off) each @	21.60
		Special Events, Group Visas, etc.	special discounts available
	<b>VisaClub Members</b>	<b>1st</b> traveller @	64.80
	Fast-track priority processing + 25% off Standard Charges	<b>2nd &amp; 3rd</b> (25% off) each @	48.60
		<b>4th, 5th &amp; 6th</b> (50% off) each @	32.40
		<b>7th &amp; additional</b> (75% off) each @	16.20
	See below for membership	Special Events, Group Visas, etc.	special discounts available
	<b>USA ESTA    Australia</b>	Tourist or Short Business ETA each @	32.40
	<b>£22.50 +vat    ETAs</b>	Long Business ETA each @	48.60
		WHM Working Holiday Maker E-visa each @	64.80
	Client or embassy based <b>overseas</b>	on above charges only	+25%
	<b>Supplements</b> as applicable ~	~ some variable	see separate list
	<b>Pre-checking</b> a document before hard copy (if required) from		21.60
	<b>Form preparation</b> or completion (if embassy permits) from		21.60
	<b>Late Order</b> after 4.30pm for next day lodge (if reqd & if poss)		+50%
	<b>Same Day</b> lodgement (if required) on basic charges only		+50%
	<b>Dedicated Courier</b> (if required) additional to other charges		129.60
	<b>Research fee</b> (if required)	~ for first ¼ hour	86.40
		~ plus per hour @	27.00
	at 01.06.16	~ for an on-line order when a visa is not required @	32.40
<b>Service</b>	<b>175g cost</b>		
2.63	2.37	Inland Royal Mail <b>Signed For</b> post (Recorded Delivery)	6.00
2.75	7.25	<b>Special Delivery</b> by 1pm (Comp. up to £7.25 if late / £500 if lost)	12.00
2.70	17.30	<b>Special Delivery</b> by 9am (Comp. up to £20.76 if late / £50 if lost)	24.00
2.50	2.50	for <b>Saturday Delivery</b> add	6.00
3.00	3.25	Royal Mail <b>Consequential Loss</b> Insurance up to £2,500	7.50
2.75	8.25	International Signed <b>Airmail</b> ~ ~ Dublin, Ireland, Europe	13.20
2.70	9.55	Compensation up to £50 if lost or damaged ~ World Zone 1 or 2	14.70
2.50	2.50	Extra compensation for loss or damage up to £250 add	6.00
		<b>Collection or Delivery</b> on our route p.o.a. from	16.20
		<b>Bike, Cab</b> or <b>Taxi</b> (if required) charged at cost	as per
		<b>Outside Couriers</b> ~ ~ at appointed carrier's standard cost	as per
		~ to arrange or organise dispatch only	43.20
<b>PLEASE NOTE</b>			
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% VAT exempt.			
	<b>Meet &amp; Greet</b> ~	~ Heathrow LHR T1/2/3	128.52
	This is a full 'Meet & Greet' service.	LHR T4	130.08
	Not just a delivery or drop-off facility.	LHR T5	133.20
	Documents handed only to traveller.	~ Gatwick LGW Nth/Sth	180.00
	Our rep. will not leave without contact.	~ Luton LTN	133.20
		~ Stansted STN	156.60
		~ City LCY	148.80
		~ London Stations or Terminals	133.20
		if at unsocial hours	+50%
		plus (if applicable) Parking at cost	+30%
		plus (if applicable) Waiting Time	see below for rate per hour
	<b>Hours</b> (when waiting time is applicable)	x 1	27.00
	<b>VisaClub</b> membership (only £27.50 per month)	per annum	475.20
One membership covers all branches. ~ Beneficial if having over 22 jobs per year (only 2 per month)			