

SERVICE OPTIONS and EXTRAS

additional to basic Service Charges

Service Code		TOTAL
		£
	V.I.P. Service (available on request if required) A dedicated employee will personally supervise and monitor each stage of the application process to ensure continuous attention to progress enabling immediate attempts to remedy any potential delay.	
VIP	~ additional to other charges ~ from	180.00
	For reports on each stage of progress by your preference of telephone, text, email or fax.	
VIP	~ further additional charge ~ from	65.23
	Special attention (if required or when necessary) Embracing specific planning, negotiation, skills, tact and/or time that are extraordinary to our normal du of care and involve supplementary endeavours that attempt to satisfy the progress of an application.	
SA	~ additional to other charges ~ from	32.62
SAH	~ and/or, if time is relevant, @ per hour ~ from	48.42
	Dedicated Courier (if required) ~ additional to other charges	195.69
H	~ plus Waiting Time (if applicable) @ per hour	48.42
	Pre-checking of a document before the hard copy original is received (if required) This facility is available to any customer at any time. It is provided to prevent avoidable delays and the inconvenience and costs of a further delivery to us. It is valuable for peace of mind on those occasions when it just has to be right first time . We will always, by routine, also check the hard copy when it arrives. As this results in double work and checking time for the same job, we have to make a modest charge for the provision of this facility.	
PC	~ per document ~ from	32.62
PC	~ if complex or intricate ~ per document ~ from	65.23
	Form preparation , completion or amendment	
FP	~ (if required and if embassy permits) ~ from	32.62
FP	~ if inputting data ~ from	90.00
FP	~ if preparing a document or a form completely from scratch ~ from	180.00
	Research fee (if required) ~ for first ¼ hour	130.46
H	~ plus per hour @	48.42
RF	~ for an on-line order when a visa is not required @	90.00
	Late Order received after 4.30pm for next day lodgement	
LO	~ (if required and if possible) on basic charges only	+ 50%
CAB	~ plus Bike or Cab to Courier (if required or if necessary) at cost	as per
	Same Day Lodgement (if required and if available) on basic charges only	+50%
H	~ plus Waiting Time (if applicable) charged as it occurs @ per hour	48.42
H	or ~ at the set waiting time supplement plus	+50%
DC	~ plus Dedicated Courier (if required or if necessary)	195.69
CAB	~ plus Cab to take Courier to Embassy (if necessary) at cost	as per
	Non-official Disbursements (if any) are charged at cost	as per
	Out of Hours service	
OOH	~ Monday to Friday @ per hour	72.63
OOH	~ Saturday @ per hour	96.84
OOH	~ Sunday & Bank Holiday @ per hour	145.26
COC	~ plus call-out charge (if required)	195.69
	Extra visits ~ Certain applications require further visits beyond our culpability.	
	First application at 50% of the '1st traveller' rate	65.23
	Subsequent applications , each at 12.5% of the '1st traveller' rate	16.31
	Miscellaneous supplement ~ Additional visit to pay or to pay at a Bank or a Post Office.	
	First application at 50% of the '1st traveller' rate	65.23
	Subsequent applications , each at 6.25% of the '1st traveller' rate	8.15