



SERVICE ORDER FORM

APPLICANT INFORMATION

Applicant's First Name: _____	Home Phone: _____
Applicant's Last Name: _____	Work Phone: _____
Sex: Male <input type="checkbox"/> / Female <input type="checkbox"/>	Cellular Phone: _____
Email: _____	Date of Birth: _____
Refer by: _____	Address: _____
City: _____	State: _____ Zip: _____

PASSPORT SERVICE

First Time <input type="checkbox"/>	Renewal <input type="checkbox"/>	Lost / Stolen <input type="checkbox"/>	Add Pages <input type="checkbox"/>	Name Change <input type="checkbox"/>
Infant/Child under 14 <input type="checkbox"/>	Second Valid Passport <input type="checkbox"/>	US Passport Card <input type="checkbox"/>		

VISA SERVICE

Country # 1: _____	Country # 2: _____
Purpose of Visit: _____	Purpose of Visit: _____
No. of Entries: _____	No. of Entries: _____
Date of Entries: _____	Date of Entries: _____
Date of Exit: _____	Date of Exit: _____

RETURN SHIPPING INFORMATION

First Name: _____	Last Name: _____
Company: _____	Address: _____
City: _____	State: _____ Zip: _____

Departure Date: _____	I need the passport back by (date): _____
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RETURN SHIPPING METHOD

Include Pre-Paid Air bill <input type="checkbox"/>	Overnight Shipping (\$25) <input type="checkbox"/>	Saturday Delivery (\$40) <input type="checkbox"/>
First Overnight (\$55) <input type="checkbox"/>	In Person Pickup <input type="checkbox"/>	FedEx / UPS / DHL Account Number: _____

Payment Summary	Money Order/Certified Chk	Cash
Government Fee	_____	_____
Arrow Travel & Tours Service Fee	_____	_____
Check-Writing Fee (\$5.00 per chk.)	_____	_____
Passport Plastic Cover (\$3.00 ea)	_____	_____
Shipping Fee	_____	_____
TOTAL AMOUNT	_____	_____

Note: Arrow Travel & Tours acts only as an agent, and accepts no responsibility for the services of any Travel Agency, Consulates, Passport Agency in connection with the granting of visas or passports, nor for any delays, loss of passports & documents occasioned by such services, or the U.S. Mail or private shipping companies. Fees are not refundable once application is submitted to the Passport Agency or Arrow Travel & Tours. We are not responsible for any delay in processing which may occur due to heavy volume of work at the Passport Agency or Consulate. I am aware that this application fee is not refundable under any circumstances if the visa is denied, or if this application is cancelled or abandoned. To protect your privacy all information that you have supplied to us will be kept confidential.

Date: _____ **Applicant's Signature:** _____