

# VISA CENTER ORDER FORM

**OTTAWA**  
130 Albert Street,  
B1 Level, Suite 7,  
Ottawa, ON  
K1P 5G4  
MON-FRI 9AM-5PM

**TORONTO**  
1000 Finch Ave. W.  
Suite 900,  
North York, ON  
M3J 2V5  
MON-FRI 8AM-6PM

**MARKHAM**  
3601 HWY 7 East,  
Suite 1005,  
Markham, ON  
L3R 0M3  
MON-FRI 9:30-5:30

**MONTREAL**  
1155 René-Lévesque West,  
Suite 2500,  
Montreal, QC  
H3B 2K4  
**DROP-OFF ONLY**

**CALGARY**  
400 5th Avenue SW,  
Suite 300,  
Calgary, AB  
T2P 0L6  
**DROP-OFF ONLY**

**VANCOUVER**  
550 West Broadway  
Suite 730,  
Vancouver, BC  
V5Z 0E9  
MON-FRI 9AM-5PM

## 1. PERSONAL INFORMATION (PERSON SUBMITTING MAY NOT BE THE APPLICANT)

LAST NAME	<input type="text"/>	FIRST NAME	<input type="text"/>
E-MAIL	<input type="text"/>	TELEPHONE	<input type="text"/>
TRAVEL AGENT	<input type="text"/>	MAIN APPLICANT NAME IF DIFFERENT FROM ABOVE	<input type="text"/>

## 2. SERVICE DESCRIPTION (INDICATE TYPE OF SERVICE YOU ARE APPLYING FOR AND PRICE)

SERVICE 1	<input type="text"/>	/ SERVICE PRICE	<input type="text"/>
SERVICE 2	<input type="text"/>	/ SERVICE PRICE	<input type="text"/>
SERVICE 3	<input type="text"/>	/ SERVICE PRICE	<input type="text"/>

THIS BOX IS FOR INTERNAL OFFICE USE ONLY

**SERVICE TOTAL**

## 3. OPTIONS FOR RETURNING YOUR DOCUMENTS TO YOU

- PICK-UP AT OFFICE
- \$100 LOCAL SAME-DAY RUSH COURIER (TORONTO, OTTAWA, VANCOUVER)
- \$150 LOCAL CITY SAME-DAY EVENING COURIER (TORONTO ONLY)
- \$150 AIRPORT TERMINAL DELIVERY (TORONTO, OTTAWA, VANCOUVER)
- \$35 OVERNIGHT DELIVERY CANADA
- \$60 OVERNIGHT DELIVERY (9 AM) CANADA
- \$65 SATURDAY DELIVERY CANADA
- \$350 CANADA SAME DAY DELIVERY
- \$125 INTERNATIONAL COURIER

**IMPORTANT!**  
ABSOLUTE LATEST DATE BY WHICH YOU MUST HAVE YOUR PASSPORT(S) BACK

### RETURN SHIPPING

RECIPIENT'S NAME (MUST BE OVER 18 OR OLDER)

BUILDING NUMBER	STREET NAME	CITY/TOWN	PROVINCE	COUNTRY	POSTAL CODE
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**COURIER TOTAL**

## 4. PAYMENT



E-TRANSFER AND PAYPAL PAYMENTS MUST BE SENT TO [PAYMENTS@VISACENTER.CA](mailto:PAYMENTS@VISACENTER.CA)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>TOTAL AMOUNT</b>
CREDIT CARD NUMBER	EXPIRY DATE		
<input type="text"/>		CARDHOLDER SIGNATURE AUTHORIZING CARD TO BE CHARGED FOR THIS AMOUNT -->	ADD ABOVE BOXES FOR GRAND TOTAL FOR CREDIT CARD PAYMENTS, ADD 2.5% TO WHOLE AMOUNT

ADD SERVICE TOTAL TO COURIER TOTAL

By using the services of Visa Center, I authorize it to handle my personal information and my passport/other documents and particulars to a foreign diplomatic/consular missions in Canada & US for the purpose of acquiring a visa or other consular documents as well as to receive information on my application from foreign diplomatic/consular missions and sign on my behalf whenever and wherever it is required for the purpose of obtaining a visa. By signing this document, I accept in whole the following terms, conditions and limitations: Visa Center does not issue visas and can not and does not guarantee a visa will be issued by a diplomatic/diplomatic/consular office, as this is the sole prerogative of the foreign government. Issuance of visa, processing timing, visa type, its validity term, number of entries and other details are determined exclusively by the embassy/consulate on case by case basis. Once the application file has been submitted to the embassy/consulate, no changes of any kind, including the trip dates and/or processing timing, are possible or allowed. Processing timings and requirements mentioned on Visa Center web site is a general guide-line only. Embassy/consulate has the right to request additional documentation and increase the processing timing. Visa Center does not bear liability for the safety or security of your passport/document once the passport has entered the diplomatic/consular or other authority grounds or passed into the control of a courier company for delivery. Visa Center is not liable for any stolen or lost passports, while out of our hands, and holds no liability for late delivery of passports and visas, and Visa Center does not bear any financial, legal or other obligations whatsoever for client travel bookings or other purchases, down payments, or any kind of travel or other arrangements that were done prior to the issuance of visa that may be affected by processing times, visa details or denial of visa. Visa Center does not bear any financial (or otherwise) responsibility from issues and losses arising from errors and improper issuance of visas by the consulates and does not compensate for travel expenses arising from any of the above. Even when visa is issued, a traveler may be denied entry since in each country the local immigration officials make the final decision to grant the entry. Client with visa application form submitted in any other than the required format will be charged \$35+HST. Visa Center will charge \$85 + HST per passport, per country, for canceled visa applications for whatever reasons after the documents have been received for processing. No refund is possible once the documents submitted to foreign diplomatic/consular mission for processing. I understand and fully accept the above mentioned. BY SIGNING BELOW YOU AGREE ON ABOVE CONDITIONS & CHARGES PROCESSED TO YOUR CARD INCLUDING 2.5% CONVENIENCE FEE ON THE TOTAL IF PAYMENT IS BY CREDIT CARD. UNSIGNED FORMS WILL NOT BE PROCESSED.

SIGNATURE OF APPLICANT OR ACTING AGENT

DATE