



ARISTA
Passport & Visa Services Inc.

FOR ARISTA USE ONLY:

CRM #: _____

ENTERED BY: _____

PIN: _____

VERIFIED BY: _____

ORDER FORM

Please complete this form and include it with your documents and requirements package to Arista Passport And Visa Services.

TODAY'S DATE: _____

TRAVEL DATE: _____

NEED DATE: _____

TRAVELER'S NAME: _____

Assistant or Parent's Name: _____

Company Name: _____

Home Address: _____

Phone: _____ **Email:** _____

PASSPORT - US STATE DEPARTMENT

PASSPORT PROCESS	Federal Fees:	TURNAROUND SERVICE
US State Department (Document Fee) <input type="checkbox"/> Renewal (\$170) <input type="checkbox"/> New or First (\$195/Paid at USPS) <input type="checkbox"/> Minors Under 16 y.o. (\$165/Paid at USPS) <input type="checkbox"/> Minors Over 16 y.o. (\$195/Paid at USPS) <input type="checkbox"/> Lost or Stolen (\$195/Paid at USP) <input type="checkbox"/> Name Change / Amendments (\$60 - \$170) <input type="checkbox"/> Adding Pages (\$142) <input type="checkbox"/> Second (2-year) Passport (\$170) <input type="checkbox"/> Travel Card (\$30 - \$90)	\$ _____ ARISTA Fees: \$ _____ TOTAL: \$ _____	ARISTA (Expediting/RUSH Service Fee) Same-Day (\$350) <input type="checkbox"/> Next-Day (\$300) <input type="checkbox"/> 2 Days (\$250) <input type="checkbox"/> 4 Business Days (\$185) <input type="checkbox"/> 6 Business Days (\$155) <input type="checkbox"/> 9 Business Days (\$125) <input type="checkbox"/> 12 Business Days (\$95) <input type="checkbox"/> Other: _____

VISAS - FOREIGN CONSULATE/EMBASSY

VISA PROCESS	Consulate Fees:	TURNAROUND SERVICE										
<table border="1"> <thead> <tr> <th>COUNTRIES TO BE VISITED</th> <th>VISA CATEGORY</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 1 - _____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> 2 - _____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> 3 - _____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> 4 - _____</td> <td>_____</td> </tr> </tbody> </table>	COUNTRIES TO BE VISITED	VISA CATEGORY	<input type="checkbox"/> 1 - _____	_____	<input type="checkbox"/> 2 - _____	_____	<input type="checkbox"/> 3 - _____	_____	<input type="checkbox"/> 4 - _____	_____	\$ _____ ARISTA Fees: \$ _____ TOTAL: \$ _____	Same-Day <input type="checkbox"/> Next-Day <input type="checkbox"/> STANDARD (Consulate Dictates) <input type="checkbox"/> Emergency (As Fast As Possible) <input type="checkbox"/> Other (Please Describe: _____) <input type="checkbox"/>
COUNTRIES TO BE VISITED	VISA CATEGORY											
<input type="checkbox"/> 1 - _____	_____											
<input type="checkbox"/> 2 - _____	_____											
<input type="checkbox"/> 3 - _____	_____											
<input type="checkbox"/> 4 - _____	_____											

PAYMENT METHOD - CHECK ALL THAT APPLY

Debit/Credit Card Check Cash Money Order Other (Specify)

Name On The Card: _____

Credit Card Number: _____ Exp.: ____/____

I authorize Arista Passport And Visa Services, Inc. to charge my credit card for the services selected above.

CARD HOLDER SIGNATURE: _____ **Date:** _____

SERVICE AGREEMENT - PLEASE VERIFY AND SIGN

By signing this Order Form, I acknowledge that I have read and agreed to Arista Passport And Visa Services TERMS OF SERVICE (attached).

CUSTOMER SIGNATURE (or authorized representative): _____

Date: _____

DOCUMENTS PICK UP / DELIVERY - PLEASE VERIFY AND SIGN

By signing below, I acknowledge that I have VERIFIED and RECEIVED all documents pertinent to the processes (including originals) and services for which I have hired Arista Passport And Visa Services to provide.

CUSTOMER SIGNATURE (or authorized representative): _____

Date: _____



ARISTA
Passport & Visa Services Inc.

TERMS OF SERVICE

2217 Olive Ave, Burbank, CA 91506

Phone: (818) 665-2051 - Fax: (818) 230-2169

Web: www.aristavisa.com Email: info@aristavisa.com

Arista Passport and Visa Services (“ARISTA”) will make every effort to provide you with accurate information and to obtain the travel visa, passport or other documents required for your international trip. ARISTA does not warrant any information that it provides, and you use and rely on ARISTA at your own risk. The following terms of service apply only to individual travelers who use ARISTA to assist in obtaining a visa, passport, or other travel document. ARISTA does not accept any liability for individuals or organizations obtaining information from ARISTA who do not submit an order to ARISTA for processing.

The data available on this website is solely for the use of ARISTA customers. ARISTA reserves the right to block website access and/or take legal action against any users it may deem to be using its written content without permission, or accessing the website for illegal or unauthorized use. ARISTA endeavors to provide the most current travel document requirements and related application forms, fees and processing times on our website and application kits. However these items are subject to change frequently and without notice. The government agency issuing the visa or passport (“issuing authority”) will make the final determination as to the type of visa or passport, how quickly it will be issued and for what duration it will be issued. Prior to approval, the issuing authority may ask for additional documentation. The issuing authority may reject any visa, passport or other travel document application for any reason and may not provide a reason to ARISTA for the rejection. ARISTA does not issue visas or passports and cannot make any guarantee or assurances that any issuing authority will issue any document nor can ARISTA guarantee the time required for an issuing authority to grant or reject an application. Issuing authorities may choose to grant a different type of travel document than that which the applicant has requested which may impact the purpose, validity or number of entries. As a result, non-refundable tickets or reservations should not be purchased until all the required travel documents for your trip have been secured. ARISTA, in addition to the issuing authorities, reserves the right to prioritize processing according to the travel dates you provide. ARISTA service fees are assessed for taking reasonable actions to foster the issuance of requested travel documents.

Once ARISTA submits a travel document request to an issuing authority on your behalf, ARISTA service fees are non-refundable.

All fees paid to an issuing authority by ARISTA on your behalf are non-refundable, and if paid by you with a credit/debit card, are subject to a convenience charge of 3% over the amount to be paid to the issuing authority. In the event that a visa or passport application is submitted on your behalf and the request is rejected for any reason, ARISTA will, at your request, make an additional attempt to secure the travel document. Additional ARISTA service fees will not be assessed in case of State Department processes, but you will be required to pay any additional fees assessed when ARISTA is dealing with a foreign issuing authority (embassy, consulate, missions, etc.) and any fees assessed by the issuing authority. Orders cancelled prior to submission to the appropriate government agency will be assessed ARISTA’s standard consultation fee of \$30 per travel document (a visa = a travel document; a passport = a travel document).

Unless otherwise noted on the order form, all orders will be enrolled in ARISTA’s customer database.

Payment of ARISTA service fees and all anticipated consular or embassy charges are due at the time of ordering service, unless account facilities have been agreed in writing prior to order. ARISTA reserves the right to retain passports and documents until full payment is received. ARISTA service fees are exclusive of any consular, embassy or administrative charges imposed in connection with securing the requested services and must be paid regardless of the issuance of the visa or passport. Except where other facilities have been agreed in writing prior to order, ARISTA service fees vary according to the number of business processing days available to procure the service, beginning with the day all necessary and complete documents are submitted to the issuing authority, and concluding on the day of your specified need date. Consulate closings and holidays are excluded. Whenever rush or expediting service is made available, ARISTA will attempt to secure the fastest processing speed available at the consulate and recalculate the number of business processing days used. ARISTA service fees may change without notice. A complete listing of ARISTA service fees can be found on ARISTA's website (www.aristavisa.com).

A \$100 deposit by credit card is required to secure a SAME-DAY or NEXT-DAY passport submission reservation. Failure to cancel a reservation 48 hours prior to the appointment or failure to provide your documents in time for successful submission by ARISTA once your materials have been accepted by ARISTA will constitute a "no-show" and be assessed a \$60 cancellation fee. A \$25 payment by credit card is required for additional visa consultation and/or to obtain information not readily available or already posted on the ARISTA website per visa/country researched. Should you decide to move forward and hire ARISTA for the entire visa process, the \$25 amount will be used towards the ARISTA service fees.

When ARISTA returns your passport and documents, it is your responsibility to verify that all your personal details are reflected accurately, that the visas you require for your trip have been obtained, that the visas for each country you intend to visit are valid for the entry and exit dates of your visit, and that your passport is valid for at least six months beyond the completion of your trip. Please note that even when a passport or a visa is issued, a traveler may be denied entry since in each country the local immigration officials make the final entry decision. ARISTA recommends all travelers secure a visa prior to departure and do not attempt to obtain one "on arrival". ARISTA accepts no liability for travelers electing to obtain on-arrival visas. By engaging ARISTA, you agree that the sole remedy against ARISTA for damages in connection with any and all claims, cause of action, liabilities and damages for any kind shall not, in any circumstance for any reason, exceed the lesser of the service fees or direct costs of up to \$100 for the specified traveler. Consequential damages will not be covered. Refund requests and documentation of direct costs must be submitted to ARISTA within 5 days of occurrence. ARISTA will not be liable under any circumstance to compensate you for any loss, damage or delay of travel documents or other failure or fault in performance by any third party delivery company such as FedEx , UPS, DHL/Airborne, USPS, local delivery services and other delivery methods. Likewise, by submitting an order to ARISTA you agree that ARISTA will not under any circumstances be responsible for the loss, damage, or delay in returning of passport and documents by the consulates or passport agency, nor be liable for the failure of the consulate/embassy or passport agency to issue requested documents on time or at all. ARISTA reserves the right to refuse in its total discretion to handle any application or any item at any time and no reason need be given.

By submitting an order to Arista Passport and Visa Services, you consent to allow ARISTA to store information included in your visa or passport request and you agree to all the terms and conditions set forth.

CUSTOMER SIGNATURE (or authorized representative):

_____ Date: _____