



WORK ORDER

4801 Woodway, Suite 160W | Houston, TX 77056
Phone: 713.623.0211 | 1.888.623.0211
Email: team@tvspassports.com

(TVS Office Use Only)

Res Card: _____

Consultant: _____

Processor: _____

MO or USPS / Amount: _____

MO or USPS / Amount: _____

Traveler Name: _____ Cost Center (if applicable): _____

Company Name: _____ Phone #: _____

Nationality: _____ Date of Birth: _____ Date of Travel: _____

Requestor Name: _____ Phone #: _____

E-Mail: _____

Delivery Return Address: _____

PASSPORT SERVICES

- 1st Time
- Renewal
- Add Pages
- Lost / Stolen
- 2nd Passport
- 2nd Passport Renewal
- Name Change
- Minor (Under 16)

EXPEDITING OPTIONS: *(Requires Reservation)*

- Same Day
- Next Day
(3 Days)
- Rush
(4-5 Business Days)

VISA SERVICES

| COUNTRY | Type (Tourist, Business, Work) | # Entries (Single, Multiple) | Service (Urgent, Rush, Normal) |
|----------|--------------------------------|------------------------------|--------------------------------|
| 1. _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ |

Special Instructions: _____

Payment Details:



Name of Cardholder: _____

Credit Card Number: _____

Expiration Date: _____

Billing Address: _____

Signature: _____

Date: _____