

Order Placement – Document Legalization

Orderer / invoice recipient (please make sure you enter the exact name of your company)

Company / Name _____
Street _____ Postal/Zip Code / Town/City _____
Contact _____ E-mail _____
Tel. _____ Fax _____

Legalization for the following country: _____
Number of documents _____ What is the latest date you need the documents returned? _____
Please state exact date

Regrettably no guarantee can be assumed for punctual legalization by the consulates.

Our service charges

- Set of documents comprising 1 to 10 individual documents €59.50
 each additional document plus €10.00

Our additional service – prior certification by the Federal Office of Administration (BVA) in Cologne
Some documents require prior certification by the BVA. For further information please refer to our legalization information sheets. We will gladly help you obtain such prior certification.

- BVA prior certification €100.00 Please only check box if you wish to place a binding order for this service.

The service charges above (incl. sales tax/VAT) apply plus the respective consular fees, fees charged by GHORFA (Arab-German Chamber of Commerce and Industry e.V.) and by the Federal Office of Administration (BVA), and postal charges. The submission of incomplete documents may lead to higher service charges. For information on all charges, please visit us online at www.visum-centrale.de.

Return delivery by:

- Registered letter up to 250 g without guaranteed delivery time Mailbox delivery possible €6.00
 UPS Express Saver / National delivery within 48 hours €17.00
 Overnight courier / national delivery / weekdays up to 12:00 p.m. €24.00
 Overnight courier with time-certain delivery by _____ a.m./p.m. Price quotation on request
 City courier delivery / Direct delivery Price quotation on request
 Collection in person in Berlin Bonn Frankfurt Hamburg Munich

Collection service: we will gladly have a courier service collect the documents directly from you. If you wish to use this service, please contact your competent CIBT office. This national overnight courier collection service is available at a charge of €27.00 on weekdays up to 4:00 p.m. (please note regional variances). Time-certain collections or direct courier deliveries (e.g. in city area) are also possible.

Please note that CIBT Visum Centrale GmbH assumes no warranty or liability – neither expressly nor tacitly – for postal and courier service deliveries. The forwarding charges are inclusive of statutory VAT/sales tax.

- Yes, the legalized documents are to be sent to a different return delivery address:

Company / Name _____
Street _____ Postal/Zip Code / Town/City _____
Contact _____ Tel. _____

Settlement mode

- Direct debit (see below) Invoice (only possible for companies & contractual partners)

I contract CIBT Visum Centrale GmbH to procure the aforementioned legalization. All deliveries and services are provided on the basis of the Allgemeine Geschäftsbedingungen (standard terms of business) and the current price list of CIBT Visum Centrale GmbH, which I herewith agree to.

Town/city, date _____

Signature of orderer _____

I herewith authorize CIBT Visum Centrale GmbH, until further notice, to collect the payments for document legalization due from me when payable by direct debit from my account.

Account holder _____ Sort code
Bank _____ Account No.

Town/city, date _____

Signature of account holder _____



Internal comments:

P K F A

ADI _____ €

BER

BN

FRA

HH

MUC

Handler: _____

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Office hours

Monday to Thursday
8:00 a.m. to 5:00 p.m.
Friday
8:00 a.m. to 4:00 p.m.

Emergency hotline:

0900 100 07 02
Monday to Friday
7:00 a.m. to 9:00 p.m.
Sat., Sun. and public holidays
9:00 a.m. to 9:00 p.m.
(€0.49/min via German line network – other prices via cellphone)

Status as per 15 January 2010