Order Placement – Work Visa

This order placement applies to the following countries and visa categories:
Algeria, Argentina, Bangladesh (Technical Visa), Brazil, India (Employment), Israel, and Kuwait.
If you wish to apply for a work visa for other countries, we request you consult us beforehand.

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 _____

Passport holder's name _____

Departure from Germany on _____ What is the latest date you need your passport back? _____
Please state exact details here.
Should you not state a return delivery date, we will automatically complete this for you as follows: 2 working days before the departure date.

Our service charge for a work visa application is €59.50.

This service charge (incl. sales tax/VAT) applies per person, plus consular fees and postal charges. The submission of incomplete documents may lead to higher service charges. Information on all our fees is available at www.visum-centrale.de and on our current price list.

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 application papers 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 passports are to be sent to a different return delivery address:**

Company / Name _____

Street _____ Postal/Zip Code / Town/City _____

Contact _____ Tel. _____

Settlement mode ☐ Direct debit via a bank (see below)
☐ Invoice (only possible for companies & contractual partners)

I contract CIBT Visum Centrale GmbH to procure the aforementioned visa. 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 visa procurement 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**

CIBT VisumCentrale
SPEZIALSERVICE FÜR VISUMBESCHAFFUNG

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