

SERVICE CHARGE PRICE LIST
PASSPORT AND VISA APPLICATIONS

			TOTAL
			£
	Standard Charges	1st traveller @	86.40
	including return by Recorded Delivery	2nd & 3rd (25% off) each @	64.80
		4th, 5th & 6th (50% off) each @	43.20
		7th & additional (75% off) each @	21.60
		Special Events, Group Visas, etc.	special discounts available
	VisaClub Members	1st traveller @	64.80
	Fast-track priority processing + 25% off Standard Charges	2nd & 3rd (25% off) each @	48.60
		4th, 5th & 6th (50% off) each @	32.40
		7th & additional (75% off) each @	16.20
	See below for membership	Special Events, Group Visas, etc.	special discounts available
	USA ESTA Australia	Tourist or Short Business ETA each @	32.40
	£22.50 +vat ETAs	Long Business ETA each @	48.60
		WHM Working Holiday Maker E-visa each @	64.80
	Client or embassy based overseas	on above charges only	+25%
	Supplements as applicable ~	~ some variable	see separate list
	Pre-checking a document before hard copy (if required) from		21.60
	Form preparation or completion (if embassy permits) from		21.60
	Late Order after 4.30pm for next day lodge (if reqd & if poss)		+50%
	Same Day lodgement (if required) on basic charges only		+50%
	Dedicated Courier (if required) additional to other charges		129.60
	Research fee (if required) ~ for first ¼ hour		86.40
		~ plus per hour @	27.00
	at 01.06.16 ~ for an on-line order when a visa is not required @		32.40
Service	175g cost		
2.63	2.37	Inland Royal Mail Signed For post (Recorded Delivery)	6.00
2.75	7.25	Special Delivery by 1pm (Comp. up to £7.25 if late / £500 if lost)	12.00
2.70	17.30	Special Delivery by 9am (Comp. up to £20.76 if late / £50 if lost)	24.00
2.50	2.50	for Saturday Delivery add	6.00
3.00	3.25	Royal Mail Consequential Loss Insurance up to £2,500	7.50
2.75	8.25	International Signed Airmail ~ ~ Dublin, Ireland, Europe	13.20
2.70	9.55	Compensation up to £50 if lost or damaged ~ World Zone 1 or 2	14.70
2.50	2.50	Extra compensation for loss or damage up to £250 add	6.00
		Collection or Delivery on our route p.o.a. from	16.20
		Bike, Cab or Taxi (if required) charged at cost	as per
		Outside Couriers ~ ~ at appointed carrier's standard cost	as per
		~ to arrange or organise dispatch only	43.20
PLEASE NOTE			
Orders paid by cheque will require credit card support to avoid cheque clearance delay.			
Service charges allow for up to two consular visits per application. Some require further visits beyond our culpability. Such extra visits will each be charged at 50% of the applicable rate. Hours (if applicable) at 100%. Extra visits requested by the client will each be charged at 100%.			
Orders cancelled before lodgement has taken place are subject to a cancellation charge. Passport Office and Embassy Fees are extra and charged at cost. VAT zero rated.			
Amounts not paid with order and Card Payments subject to an account charge of 5% VAT exempt.			
	Meet & Greet ~	~ Heathrow LHR T1/2/3	128.52
	This is a full 'Meet & Greet' service.	LHR T4	130.08
	Not just a delivery or drop-off facility.	LHR T5	133.20
	Documents handed only to traveller.	~ Gatwick LGW Nth/Sth	180.00
	Our rep. will not leave without contact.	~ Luton LTN	133.20
		~ Stansted STN	156.60
		~ City LCY	148.80
		~ London Stations or Terminals	133.20
		if at unsocial hours	+50%
		plus (if applicable) Parking at cost	+30%
		plus (if applicable) Waiting Time	see below for rate per hour
	Hours (when waiting time is applicable) x 1		27.00
	VisaClub membership (only £27.50 per month) per annum		475.20
One membership covers all branches. ~ Beneficial if having over 22 jobs per year (only 2 per month)			