

**SERVICE OPTIONS and EXTRAS**  
additional to basic Service Charges

Service Code			TOTAL
			£
	<b>V.I.P. Service</b> (available on request if required) A dedicated employee will personally supervise and monitor each stage of the application process to ensure continuous attention to progress enabling <b>immediate attempts</b> to remedy any potential delay.		
VIP	~ additional to other charges ~ from		64.80
	For reports on each stage of progress by your preference of telephone, text, email or fax.		
VIP	~ further additional charge ~ from		43.20
	<b>Special attention</b> (if required or when necessary) Embracing specific planning, negotiation, skills, tact and/or time that are extraordinary to our normal duty of care and involve supplementary endeavours that attempt to satisfy the progress of an application.		
SA	~ additional to other charges ~ from		21.60
SAH	~ and/or, if time is relevant, @ per hour ~ from		27.00
	<b>Dedicated Courier</b> (if required) ~ additional to other charges		129.60
DC	~ plus Waiting Time (if applicable) @ per hour		27.00
H			
	<b>Pre-checking</b> of a document before the hard copy original is received (if required) This facility is available to any customer at any time. It is provided to prevent avoidable delays and the inconvenience and costs of a further delivery to us. It is valuable <b>for peace of mind</b> on those occasions <b>when it just has to be right first time</b> . We will always, by routine, also check the hard copy when it arrives. As this results in double work and checking time for the same job, we have to make a modest charge for the provision of this facility.		
PC	~ per document ~ from		21.60
PC	~ if complex or intricate ~ per document ~ from		43.20
	<b>Form preparation</b> , completion or amendment		
FP	~ (if required and if embassy permits) ~ from		21.60
FP	~ if inputting data ~ from		32.40
FP	~ if preparing a document or a form completely from scratch ~ from		64.80
	<b>Research fee</b> (if required) ~ for first ¼ hour		86.40
RF	~ plus per hour @		27.00
H			
RF	~ for an on-line order when a visa is not required @		32.40
	<b>Late Order</b> received after 4.30pm for next day lodgement		
LO	~ (if required and if possible) on basic charges only		+ 50%
CAB	~ plus Bike or Cab to Courier (if required or if necessary) at cost	+ 30%	as per
	<b>Same Day Lodgement</b> (if required and if available) on basic charges only		+50%
SD	~ plus Waiting Time (if applicable) charged as it occurs @ per hour		27.00
H	or ~ at the set waiting time supplement plus		+50%
H	~ plus Dedicated Courier (if required or if necessary)		129.60
DC	~ plus Cab to take Courier to Embassy (if necessary) at cost	+ 30%	as per
CAB			
	<b>Non-official Disbursements</b> (if any) are charged at cost	+30%	as per
OD			
	<b>Out of Hours service</b> ~ Monday to Friday @ per hour		40.50
OOH	~ Saturday @ per hour		54.00
OOH	~ Sunday & Bank Holiday @ per hour		81.00
OOH	~ plus call-out charge (if required)		129.60
COC			
	<b>Extra visits</b> ~ Certain applications require further visits beyond our culpability.		
	<b>First application</b> at 50% of the '1st traveller' rate say		43.20
	<b>Subsequent applications</b> , each at 12.5% of the '1st traveller' rate say		10.80
	<b>Miscellaneous supplement</b> ~ Additional visit to pay or to pay at a Bank or a Post Office.		
	<b>First application</b> at 50% of the '1st traveller' rate say		43.20
	<b>Subsequent applications</b> , each at 6.25% of the '1st traveller' rate say		5.40