



VISUMSERVICE.NL/VISAS

Would you please send your registered mail to:

VisumService.nl/Visas

Postbus 1267

2280 CG Rijswijk (ZH), The Netherlands

You can also take the documents with you or send them by courier (DHL) to our office address:

VisumService.nl/ Visas

Anna Paulownastraat 63

2518 BC Den Haag

(You will need to enter through the grey door to ring the bell inside.)

For which country(s) would you like us to apply for your visa?

- 1.
- 2.
- 3.

Your contact details:

1. Your first and last name

2. Do you want your company name on the invoice? If yes, please enter the name of the company.

3. Billing address, including return address (street name, house number, zip code, city and country)

4. Your billing email address

5. Would you like a reference number or PO number on the invoice (if applicable)

6. Your phone number where we can reach you if needed

How do you want your documents returned?:

1. You come pick them up personally or have them picked up
2. By registered return (extra costs: € 10.50 VAT free)
3. We bring them to Schiphol and leave them there before 6 pm.
We leave the documents at the Aviapartner desk at Schiphol. The location of the Aviapartner desk is opposite check-in desk 5, on the window side, departure hall 1. This desk is open daily from 05:30 to 21:00. Our rate for leaving your passport is 35 euros (excl. VAT: € 42.35 including VAT) per envelope.
This desk is open daily from 5.30 am to 9 pm. We have been leaving documents here every day since 1997.
4. DHL overnight courier (24-hour service, for EUR 29.70 excl. VAT. Delivery only on working days!)
5. Have it delivered with a direct courier for 70 cents per kilometre (total number of kilometres → to the address and back) excluding VAT!



Payment terms for companies and individuals

For the convenience of companies, we work with various payment options. See below which payment option you want to comply with. Please note that the private customers have to pay the invoice before we return the documents.

The rate in this list is our service fee per visa (and per country). The other costs - which are not mentioned on this page - are the visa costs or a sworn translator! Visa fees are usually VAT free. They are charged separately on the invoice. You can find these specific costs on each country page by selecting the desired country.

For individuals

- | | |
|-------------------------------|--|
| 1. Route in the Netherlands : | as indicated on the country's website page |
| 2. Route in Belgium : | €110 excluding VAT => => = €133.10 including VAT |

For companies

The route in the Netherlands (for companies, the rates below are exclusive of VAT!)

1. You pay the service costs indicated on your website before we return the documents
2. €75 if you pay within 14 days of receipt of the invoice
3. €100 if you pay within 30 days of receipt of the invoice
4. € 250 bij betaling binnen 60 dagen na ontvangst van de factuur

Route in Belgium

1. €110 excluding VAT if you pay before we return the documents
2. €135 if you pay within 14 days of receipt of the invoice
3. €160 if you pay within 30 days of receipt of the invoice
4. €250 if you pay within 60 days of receipt of the invoice

For approval, please place your name, date and signature:

Name: _____

Data: _____

applicant's signature