



Please send your mail/post by registered mail to:

VisumService.nl/Legalization

Postbus 1267

2280 CG Rijswijk (ZH), The Netherlands

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

VisumService.nl/ Legalization

Anna Paulownastraat 63

(through the gray door to ring the bell inside)

2518 BC Den Haag, The Netherlands

For which country (ies) do you want us to legalize your documents?

- 1.
- 2.
- 3.

Uw contactgegevens:

1. Your first and surname

2. Would you like to have your company name on the invoice. If yes, please write the name of the company

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

4. Your email address for billing

5. Do you want a reference number or PO number on the invoice (if applicable)

6. Your phone number

7. Do you want a reference number or PO number on the invoice (if applicable)

1. You come to pick it up in person or have it collected
2. Returned by registered mail (extra costs: € 10.50 VAT free)
3. We bring it to Schiphol and leave it there before 6 pm.
We leave the passport at the Aviapartner desk at Schiphol. This desk is located between departure halls 1. 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 leave passports every day for 17 years.
4. DHL night courier (24-hour service, and for EUR 29.70 excl. VAT. Delivery only on business days!)



VISUMSERVICE.NL/LEGALIZATION

Payment options for companies

For the convenience of companies, we work with various payment options. Click below under which payment conditions you want to meet. Please note that the private customers have to pay before we return the finished documents.

The rate in this list is our service fee, which is per route and per country. The other costs - which are not mentioned on this page, are per document/legalization and per (government) authorities and usually VAT free. They are charged separately on the invoice. You can find these specific charges on each country page by selecting the country you want.

For private clients

- | | | | | | |
|-------------------------------|------|---------------|----|----|-------------------------|
| 1. Route in The Netherlands : | €50 | exclusive VAT | => | => | = €60.50 including VAT |
| 2. Route in Belgium : | €110 | exclusive VAT | => | => | = €133.10 including VAT |
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For companies

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

1. € 50 excluding VAT if you pay before we return the documents
2. € 75 if you pay by e-mail within 14 days of receipt of the invoice
3. € 100 if you pay by e-mail within 30 days of receipt of the invoice
4. € 250 if you pay by email within 60 days of receipt of the invoice

Belgium

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

I agree with the payment options

Name: _____

Date: _____

Applicant's signature