



i2visa Order Form

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 Mob: 07546905394
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1. Checklist of Authenticating UK Documents for use in Vietnam

Please Cross 'x' in the Appropriate Box '☐' (Item with "*" must be provided)!		Confirmation	
Copy of Passport*	TWO copies of your passport photo page only (no original passport)	<input type="checkbox"/>	
UK Document(s)*	UK <u>original</u> and <u>photocopy</u> of the document(s) required individually	<input type="checkbox"/>	
i2visa Order Form*	i2visa order form can be completed by hand.	<input type="checkbox"/>	
Full Service: <u>Regular Service</u> up to 12 working days	1) Notarisation Service; 2) Legalisation Service by FCO (Apostille Cert); 3) Legalisation (Authentication) Service by Vietnamese Embassy - Notice: All fees include VAT.	One Document (£208) <input type="checkbox"/> Two Documents (£308) <input type="checkbox"/> Three Documents (£398) <input type="checkbox"/>	
Part Service: <u>Regular Service</u> up to 6 working days	Legalisation (Authentication) Service is required to be approved by Vietnamese Embassy. Requirement: The UK document(s) of yours has/have been legalised by FCO (An Apostille Certificate attached) - Notice: Part Service's total fees include VAT.	One Document (£108) <input type="checkbox"/> Two Documents (£188) <input type="checkbox"/> Three Documents (£258) <input type="checkbox"/>	
<u>Commercial Documents only</u>	The extra charge based on the above appropriate fee for personal documents	One Document (Extra £58) <input type="checkbox"/> Two Documents (Extra £88) <input type="checkbox"/>	
Delivery Option	Courier Service (Fedex, DHL or UPS or others) to Vietnam or Royal Mail Special Delivery to UK delivery	To UK Delivery (£10) <input type="checkbox"/> To Vietnam (£40) <input type="checkbox"/> To rest of world (£45) <input type="checkbox"/>	
Your Request	Please tick the following box for us to notarise the <u>original</u> or <u>copied</u> UK document(s): <ul style="list-style-type: none"> Original Degree/TEFL or TESOL Certificate/Background Check Certificate <input type="checkbox"/> Photocopy of Degree Certificate and/or TEFL/TESOL Certificate <input type="checkbox"/> 		
Payment Option 1:	Account Number: 20020445 Sort Code: 82-45-05 Reference: Your Full Name	UK Bank Transfer <input type="checkbox"/> Int'l Bank Transfer <input type="checkbox"/> PayPal <input type="checkbox"/>	
Payment Option 2:	Enclosed Cash* <input type="checkbox"/> Enclosed Cheque* <input type="checkbox"/> Enclosed Postal Order* <input type="checkbox"/> --- Pay to ' i2visa UK Ltd '		
Post or Courier all required documents to i2visa's Edinburgh Office (Express or scanning service is optional.)	Please mail all the above required documents to: i2visa UK Ltd, Forth House, 28 Rutland Square, Edinburgh, EH1 2BW, UK		
	Express Service (based on regular service)	Extra £48 (1 doc) <input type="checkbox"/>	£88 (2 docs) <input type="checkbox"/> £128 (3 docs) <input type="checkbox"/>
	Urgent Service (based on above service)	Extra £88(1 doc) <input type="checkbox"/>	£148 (2 docs) <input type="checkbox"/> £238 (3 docs) <input type="checkbox"/>
	Timescale in Full Service: 9 working days (Express Service); 7 working days (Urgent Service)		

2. Contact Details: Please brightly complete the following boxes in print. Please note that the legalised/authenticated/other document(s) will be delivered to the following address (all over the world):

Full name of Applicant and Contact person Country Code (Ex: UK +44) Tel/Mob Number

House/Flat Number/Others Street/Road/Avenue/Others

City or Town Post/Zip Code Country

How did you find us? Please tell us with huge thanks! Email Address

3. Terms and Conditions:

I have read and agree to the terms and conditions of i2visa UK Ltd (www.i2visa.co.uk).

Important Notice:

We will NOT process your UK document(s) for China authentication application until the receipt of full payment (except cash/cheque payment). (i2visa's PayPal registered account: i2visauk@gmail.com) If you make the payment but you withdraw your application afterwards we will take off the 30% of the amount as our admin fee and then refund you the remaining amount.

Note: Authentication for use in China, Thailand, UAE can be processed through i2visa.

Signature: _____

Date: _____