



i2visa Order Form

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 Company number: SC464380
 Whatsup: 07546905394
 Tel: 01314607023

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: Regular Service up to 15 working days	1) Certified by our notary public; 2) Legalised by FCDO (an apostille Certificate attached); 3) Authenticated by Vietnamese Embassy; 4) Scanning Service upon request; 5) Shipment Service	One Document (£188) <input type="checkbox"/> Two Documents (£298) <input type="checkbox"/> Three Documents (£398) <input type="checkbox"/>
Part Service: Regular Service up to 6 working days	1) Authenticated by Vietnamese Embassy (Requirement: An apostilled certificate attached to the document.) 2) Scanning Service upon request; 3) Shipment Service	One Document (£118) <input type="checkbox"/> Two Documents (£188) <input type="checkbox"/> Three Documents (£258) <input type="checkbox"/>
Commercial Documents only	The extra charge based on the above appropriate fee for personal documents (Ex. THREE commercial documents - extra £188 ☐)	One Document (Extra £68) <input type="checkbox"/> Two Documents (Extra £128) <input type="checkbox"/>
Delivery Option	Recorded Mail Delivery for UK/Ireland delivery; DHL Courier Service to the world: up to 5 working days; ; Self-arranged Delivery (£0) ☐	To UK/Ireland (£10) <input type="checkbox"/> To Vietnam/Others (£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"/> Other Request: _____ 	
Payment Option 1:	Account Number: 20020445 Sort Code: 82-45-05 Reference: Your Full Name Payment Date: _____	1) UK Bank Transfer <input type="checkbox"/> 2) PayPal Payment (oversea customers only) <input type="checkbox"/> 3) Alipay Payment <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 Urgent 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 £58 (1 doc) <input type="checkbox"/> £108(2 docs) <input type="checkbox"/> £158 (3 docs) <input type="checkbox"/>
	Urgent Service (based on above service)	Extra£108(1 doc) <input type="checkbox"/> £158 (2 docs) <input type="checkbox"/> £208 (3 docs) <input type="checkbox"/>
	Timescale in Full Service: 12 working days (Express Service); 9 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 application of authentication until the receipt of full payment. If you make the payment but withdraw your application, we will take off the **30% of the total amount** as our admin charge according to our refund policy. (i2visa's PayPal registered account: i2visauk@gmail.com - used for **oversea customers only**) Please print on **SINGLE-SIDE of PAPER** for all forms. We also authenticate UK documents for China&Vietnam&Thailand&Qatar&UAE&Egypt&Kuwait&Algeria&Cuba&Jordan&Iraq&Malaysia&Indonesia etc

Signature: _____

Date: _____