

TRAVCOUR (UK) LTD ORDER FORM

Wimbledon Business centre, The Old Town Hall, 4 Queens Road, Wimbledon, SW19 8YB
 Tel: 020 85431846 (9.00 to 7.00)
 e-mail: info@travcour.com Website: www.travcour.com
 Open Hours: (Mon – Sat) 9.00am to 7.00pm



SERVICES FOR GOLD AND MAGIC TOUR - (PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS)

Please tick the box of the countries you require Travcour to obtain visas for.

X	Country	Entry and Exit Dates		Visa Fee	Service Charge	Total
	GHANA	From:	To:	ONLINE	£75	£75
	BENIN (EVISA)	From:	To:	£56	£30	£86
	TOGO (Issued on arrival)					

Please select your return type. Return fees are only payable per return address (maximum of 4 passports). Carriers own terms & conditions apply. We do not accept responsibility for the delivery of documents by any third party and by selecting this option, you agree to the carrier's terms only.

X	Return type	Charge	Terms
	Royal Mail Special Delivery	9.00	Only applicable for UK residents. For terms & conditions please visit www.royalmail.com
	DHL International Ltd	40.00	For terms & conditions please visit www.dhl.co.uk
	Travcour courier	POA	Subject to local area & availability. Please email info@travcour.com
	Personal collection	0.00	Please await our call to advise your documents are ready
	Own prepaid envelope	0.00	For security, please only send prepaid secure mail & note your tracking number

You must enclose full payment for us to process your order. For bank transfers, your order will be processed once the funds have cleared in our account only. As fees are paid on submission of your documents, we will not provide credit for your process to begin. Please include the fees for your service as listed above, the Travcour service charge & your selected return fee.

Cheque or postal order (Payable to Travcour (UK) Ltd)

Debit Card (please complete the following section) We do not accept American Express or Diners.

Card Number:

Expiry date:

3 Digit SCN:

Bank transfer; You must include the full name of the applicant as your reference. If you are sending more than one application, please select one of the applicant's names for the reference. Visa fees and Travcour service charges are per person but return fees are payable per return address.

Barclays Bank PLC, Account name Travcour UK Ltd
 Account number; 60960055
 Sort Code: 20-21-80

Please confirm the address you would like your documents to be returned to and the contact information for any further instruction or tracking purposes. Our contact with you will be in writing via email where possible. Please check your junk/spam mail in case of your email filter rejects our mail. Any change to your details during process must be made in writing by email. We will only correspond with the passport holder or the person designated on this form.

Title: Mr. /Mrs./Miss: First NamesSurname.....

Address

.....Postcode

Telephone NumberEmail

If you require your documents to by a certain time, please enter the latest date you can receive them here:/...../.....

We will always do our best to try and return by your chosen date however, it cannot be guaranteed. Travel arrangements must not be made until you have secured and received your valid visa for entry. By placing this order, you agree to any delays incurred by any governing office or third party carrier.

Signature

Date/...../.....

DISCLAIMER: Whilst every effort is made to issue your requirements the embassy/consulate reserve the right to refuse or delay your application & therefore no guarantees can be provided. Governing regulations apply at all times. By placing an order with Travcour (UK) Ltd you confirm that you agree to our Terms and Conditions as detailed at www.travcour.com. Travcour (UK) Ltd will not & cannot be held liable nor responsible for the actions, losses or delays of any nature incurred by embassies, passport office, government offices, third party courier carrier, subcontracted couriers or Royal Mail. Our service is for the sole action of applying for your visa and does not include any booked travel before or after the service is completed.

DOCUMENT CHECKLIST

Gold and Magic

Your documents must be sent using a secure, trackable method and in secure packaging. Documents may also be hand delivered to our reception during open hours only or by email in some cases. If you require advice on hand delivery, please call or email us to book an appointment to see a specialist before you arrive. We will not provide assistance with documents in our reception without a prior appointment. Appointments are daily between 11am and 3pm. Please email info@travcour.com with your preferred time.

Remember to allow time for your process – the embassy may request more information, have closures or delays & reserves the right to hold your documents once submitted for any length of time.

In order to apply for your visa, please ensure that you enclose the following documents in your delivery to us. Failure to do so will result in a delay in your application. (Please note that embassies reserve the right to request additional documents) You only need one order form if you are sending more than one passport.

Order form fully completed and signed

Passport plus photocopy of ID page

Visa application forms and questionnaire, completed, printed & signed.

* For the Ghana visa you must complete the application on <https://www.ghanahighcommissionuk.com>

* You must select counter-service and select a date for your appointment. Note that we can ONLY attend for you on the selected appointment date.

* We can complete the application form for you. If you would like assistance with this please contact us.

2 x passport photos - professional photos only on pale grey background

Confirmed hotel confirmation

Yellow Fever certificate



BENIN VISA QUESTIONNAIRE

Please complete the following questions to allow us to complete your electronic application:

Nationalities (please list all nationalities held):

Occupation:

Contact number:

Home address:

Email address:

Duration of stay in Benin:

Number of entries to Benin:

Date of entry to Benin:

Address of stay in Benin:

County travelling to after Benin:

Means of Financial support:

Travel confirmation:

Dates of any previous stays in Benin:

Once completed please return to Travcour either by post or email along with a copy of the photo ID page of your passport.