



БЛАНК ЗАКАЗА

SERVICE ORDER FORM

КОНТАКТНАЯ ИНФОРМАЦИЯ Contact information

Фамилия, Имя Full name:

по-английски/in English

Телефон(ы) Phone number(s):

Адрес электронной почты Email:

УСЛУГИ Services

Прошу заполнить / проверить (нужное подчеркнуть) заявление на оформление заграничного паспорта гражданина РФ (Стоимость услуги - \$50) Сервисный сбор за услуги Визового центра не включает консульский сбор.

I would like ILS to fill out / check (please underline) my application for a Russian foreign passport (Fee - \$50)

The Service Fee paid to the Visa Center is separate from the Consulate's Passport fee.

Прошу записать меня в консульский отдел на подачу документов (включено в стоимость). *I would like ILS to make an appointment for me at the Consulate (included).*

ДОПОЛНИТЕЛЬНЫЕ УСЛУГИ Additional services

СМС уведомление о готовности паспорта (стоимость услуги - \$3). *SMS notification once the passport is ready (Fee - \$3)*

Заказ фото (съемка и/или печать фотографии для паспорта сроком на 5 лет. Стоимость услуги \$10). *Photo service (take and/or print photos for the 5 year passport. Fee - \$10)*

Перевод и нотариальное заверение в консульском отделе свидетельства о рождении (Стоимость - \$35 за страницу перевода; \$25-за страницу заверения; \$30 – подача в консульство). *Birth certificate translation and notarization at the Consulate (Translation Fee - \$35 per page; \$25 – notarization per page; \$30 – delivery to the Consulate)*

ОПЛАТА Payment

Кредитная карта (сбор 3.5%). *Credit card (convenience fee – 3.5%)*

Платежное поручение заполненное на имя Invisa Logistic Services, LLC.

Money order payable to Invisa Logistic Services, LLC)

Сертифицированный банковский чек заполненный на имя Invisa Logistic Services, LLC.

Cashier's check payable to Invisa Logistic Services, LLC)

Оплата наличными. *Cash*

Я подтверждаю, что полностью ознакомлен(а) с условиями клиентского договора с Invisa Logistic Services, LLC на оказание сервисных услуг. I do hereby declare that I am fully familiar with terms and conditions of the customer agreement with Invisa Logistic Services, LLC.

Date _____

Signature _____

(дд/мм/гггг)

Terms and Conditions:
SERVICES IN CONNECTION WITH RENEWAL/ISSUANCE OF RUSSIAN FEDERATION PASSPORT

The following definitions shall apply

“Document Package” shall mean a standard set of documents which are required by the Consular Department of the Embassy of the Russian Federation in Washington, D.C. for the application of one person for renewal and/or issuance of a Russian Federation passport.

“Principal” shall mean the person using the services of INVISA LOGISTIC SERVICES LLC (“ILS”).

“Service Fee” shall mean a fee charged by ILS for its services to Principal under the terms and conditions set forth below.

1. At Principal’s request ILS shall accept and review the Principal’s Document Package for completeness and compliance with the requirements of the Consular Department for renewal and/or issuance of a Russian Federation passport. It is agreed and understood that ILS shall not submit the Document Package to the Consular Department on Principal’s behalf. Once reviewed for completeness and compliance, the Document Package will be returned to the address provided by Principal. It is the Principal’s sole responsibility to submit an executed Document Package to the Consular Department.
2. ILS’ Service Fee shall be charged according to the applicable price list and shall include all applicable sales tax.
3. Payment of the Service Fee must be made by Principal upon entry into this Agreement in the form of money order, certified check, wire transfer or cash. Payment is non-refundable.
4. ILS shall not be liable for any damages occurring to Principal as a result of a delay or refusal of the Consular Department to renew or issue a Russian Federation passport. In any event, it is expressly agreed that any claim for damages against ILS shall be limited to the amount of the Service Fee paid hereunder.
5. ILS shall not be liable for the loss or destruction of the Principal’s documents if such loss or destruction occurs through the fault of the Consular Department. In any event, it is expressly agreed that any claim for damages against ILS shall be limited to the amount of the Service Fee paid hereunder.
6. ILS agrees to take reasonable measures to protect the confidentiality of all personal data and information submitted to ILS while such personal data and information is within ILS’ possession and control, and to return all personal data and information to the source from which it was received in a timely manner.
7. This agreement shall be governed by and interpreted under the laws of the District of Columbia, including the choice of law rules of the District of Columbia.