



AGREEMENT

Date

Principal's information

Full name:	ID number:
Address	Contact phone:

Documents made available

Applicant Name	Passport #

Payment for the services under this agreement:

Consular Fee Processing Fee

I do hereby declare that I am fully familiar and agree with the terms and conditions of the agreement and I do also confirm the reliability of all data provided by me and I do give my consent for my personal data to be processed, transferred and stored for the purposes of preparing, formalizing and controlling a document package in accordance with the provision of the laws of the United States on the protection of personal data.

Signature of the Principal:

I _____ have received from Invisa Logistic Services the passports listed above. (Applicable only when applying in person.)

Pickup Date: _

Signature: _

Terms and Conditions:

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 a visa to enter the Russian Federation.

“*Principal*” shall mean the person using the services of INVISA LOGISTIC SERVICES LLC (“ILS”). “*Processing 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 submit to the Consular Department the Principal’s Document Package for an entry visa issued for tourist or other travel to the Russian Federation and shall return the Document Package to Principal following the Consulate’s review.
2. By entering into this Agreement, Principal authorizes ILS to represent Principal for purposes of submitting the Document Package to the Consulate.
3. ILS’ Processing Fee shall be charged according to the applicable price list and shall include all applicable sales tax.
4. Payment of the Processing Fee and Consular fees must be made by Principal upon entry into this Agreement in the form of money order, certified check, personal check, wire transfer or cash. Payment is **non- refundable**.
5. ILS shall not process a visa application in the event Principal fails to provide a Document Package and/or fails to submit the Processing Fee and/or Consular fees, as required.
6. ILS shall not be liable for any damages occurring to Principal as a result of a delay in the preparation of documents caused by the Consular Department, such as a change by the Consular Department in the document processing schedule. ILS shall not be liable for any damages if the Consular Department refuses to process or delays the processing of the Principal’s application for any reason. In any event, it is expressly agreed that any claim for damages against ILS shall be limited to the amount of the Processing Fee paid hereunder.
7. 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 or other participating agents. In any event, it is expressly agreed that any claim for damages against ILS shall be limited to the amount of the Processing Fee paid hereunder.
8. Please be advised that the Consular Department reserves the right to request the submission of additional documents and/or to refuse to process Principal’s documents at any time.
9. In the event ILS is unable to process a visa application due to actions of the Principal, or due to actions of the Consular Department, Principal agrees that the Processing Fee is non-refundable.
10. ILS agrees to submit the Document Package to the Consular Department on the next business day following the day in which ILS receives payment of the Processing Fee, Consular fees and complete Document Package.
11. 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.
12. 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.