

ORDER FOR A BUSINESS LETTER OF INVITATION – RUSSIA



Please, tick which type of invitation you would like to receive
(length of stay and number of entries as well as processing time of the invitation):

Type of visa validity / number of entries	processing time*
	7-9 working days
Business visa 90 days / single	[] € 60.00**
Business visa 90 days / double	[] € 70.00**
Business visa 1 year / multiple	[] € 90.00**
Business visa 2 years / multiple	[] € 120.00**
Business visa 3 years / multiple	[] € 150.00**
Work visa (visa for technical services) max. 90 days / single	Upon request. Processing time is approx. 6 weeks

* German and Russian holidays are valid

**** all prices plus legal VAT**

Important: valid visas will be **cancelled**, if there is a valid visa in the **other passport**, please send it along for subsequent visa processing.

Billing address:

Name/Company: _____

Address: _____ **City:** _____ **Postcode:** _____

Contact person:

Telephone: _____ **Email:** _____

Cost centre:

Name of the traveller/s:

1. _____
2. _____
3. _____
4. _____
5. _____

Complete the following form on page 2 (per traveller) and send it together with a well-readable colour copy of the passport and, if applicable, copies of your last visas to berlin@servisum.de.

On the basis of the **SERVISUM Terms and Conditions**, which I have taken note of and I agree to, I commission **SERVISUM GmbH** with the procurement of the invitation for a business visa Russia.

Date: _____

Signature: _____

Name	
Surname	
Date of birth	
Gender	☐ male ☐ female
Nationality	
Country of birth	
Place of birth	
Place of residence (city & state)	
Employer	
Address of employer	
Position in company	
Purpose of travel	
Date of entry	
Date of exit	
Cities to be visited (max. 5)	
Place of visa application	☐ Berlin