SERVISUM

<< KONSULAR & VISUM AGENTUR <<<<<<<<<<<

LEGALIZATION-ORDER

Customer:
(complete billing address)

Shipping address:
(if different from billing address)

In case of questions please contact:

Telephone number:

E-mail:

Customer number (if available):

Cost centre or SAP number if required by your accounting department:

Based on the business terms and conditions of SERVISUM GmbH which i/we acknowledge and which I/we agree to, i/we am/are instructing the company SERVISUM GmbH to obtain the required authentication for the visa applications listed:

ORDER

Authentication documents for the country:
The document(s) is/are required in the destination country by:

I require the document(s) to be returned by:

Transportation back to me by:
(Please specify different shipping address above.)

- ○ Mail (registered mail)
- ○ Post EXPRESS
- ○ Overnight courier
- ○ Let SERVISUM decide (no registered mail)

Document 1:		Number of originals:		Number of copies:	
Document 2:		Number of originals:		Number of copies:	
Document 3:		Number of originals:		Number of copies:	
Document 4:		Number of originals:		Number of copies:	

Place, date and customer signature

BERLIN
FON: 030 - 340 00 60
FAX: 030 - 341 09 78
Otto-Suhr-Allee 97/99
10585 Berlin

HAMBURG
FON: 040 - 480 00 50
FAX: 040 - 48 35 80
Heilwigstraße 88
20249 Hamburg

FRANKFURT
FON: 069 - 710 35 359
FAX: 069 - 710 35 088
Rossertstraße 9
60323 Frankfurt/Main

MÜNCHEN
FON: 089 - 20 500 850 90
FAX: 089 - 20 500 81 50
Theresienstraße 1
80333 München

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You want to use your personal data to keep you informed on the status of your order?

○ Yes, I wish to be informed by E-mail on the status of my order.

My E-mail address is: _____

_____

Place, date and customer signature

I wish to pay by (please choose):

○ Bank transfer (no processing fee)

○ Direct debit (+ 5 € processing fee)

I hereby permit SERVISUM Konsular & Visum Agentur GmbH to withdraw the payment for this order from my/our account.

Bank: _____

I-BAN (22 digits): _

BIC: _____

Account holder: _____

○ Credit card (+ 5 € processing fee)

○ Visa ○ Master Card ○ Air Plus ○ American Express

Name of card holder: _____

Credit card number: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
(AmEx 15 digits)

Security code: _ _ _ (three-digit code on the rear of the card)

Card valid until: _ _ / _ _

_____

Place, date and customer signature

Business terms and conditions of SERVISUM Konsular & Visum Agentur GmbH, Hamburg
(referred to as SERVISUM below)

1 Area of application

1.1 Consular services (Section 2.1) and all other services and agreements with SERVISUM are based exclusively on these business terms and conditions. Even if they are not expressly referred to again, they also apply to all future business relationships with SERVISUM.
1.2 General business terms and conditions of the customer that deviate from these business terms and conditions do not apply to orders submitted to SERVISUM or to agreements or contracts entered into with SERVISUM.
1.3 Deviations from these business terms and conditions are only effective if SERVISUM has confirmed them in writing.

2 Order

2.1 Consular services include the submission of visa applications and / or documents for authentication to the applicable consular representatives in Berlin, Hamburg, Frankfurt and Munich. SERVISUM begins providing consular services after it receives the consular services order above as well as the necessary fully completed visa application documentation and / or documents for authentication.
2.2 If the travel dates specified by the customer require submitting an urgent application to the office that issues the visa - which is associated with higher fees - SERVISUM will do so only based on the understanding that the customer advances or reimburses the increased fees to SERVISUM.

3 Liability

3.1 If the documents identified in Section 2 cannot be transported by SERVISUM but by third parties appointed by SERVISUM, this is done at the sole risk of the customer. However, SERVISUM is obligated to assign the right of recourse against third parties to the customer upon request. SERVISUM assumes no liability for the loss of passport jackets or loose sheets inserted into passports.
3.2 SERVISUM will complete orders assigned to it with due diligence and care. However, a guarantee by SERVISUM for the issuance and the quality of a visa or authentication is excluded.
3.3 All claims for compensation by the customer that do not fall under the Product Liability Act and do not result from loss of life, bodily injury, or impairment of health, either against SERVISUM or its assistants or vicarious agents are subject to the following restrictions: Liability for breaches of duty resulting from gross negligence is limited to the legal representatives or managing employees of SERVISUM and, in case of breaches committed by simple assistants of SERVISUM, to breaches of essential contractual obligations. To the extent that damages are caused by slightly negligent breaches of duty, the liability of SERVISUM is limited to the amount of damage that is typical for this type of contact and is foreseeable as a result of breaches of essential contractual obligations.

4 Prices and Payment Terms

4.1 SERVISUM is entitled to compensation from the customer for the orders processed by it. The amount of compensation is based on the prices agreed on by SERVISUM and the customer.
4.2 All prices are quoted including VAT at the respective rate required by law.
4.3 The compensation amount and the consulate fees payable to the consular representative by SERVISUM must be paid to SERVISUM on or before the date the order is placed, unless otherwise agreed. A payment from the customer is only regarded as having been received when SERVISUM has the funds at its disposal.
4.4 The customer only has the right to set-off or retention against claims by SERVISUM if the counter-claims are legally established, recognized by SERVISUM, or undisputed. In addition, the customer can only assert the right of retention if it is based on claims that arise from the same order.

5 Place of Fulfilment, Jurisdiction, and Severability

5.1 The place of fulfilment for all obligations arising from the business relationship with SERVISUM is Hamburg.
5.2 If the customer is a business person in terms of HGB (German Commercial Code), legal person under public law, or special property under public law, the place of jurisdiction for all disputes that arise directly or indirectly from the contractual relationship between SERVISUM and the customer is Hamburg.

6 No participation in procedures in accordance with Consumer Dispute Resolution Act

6.1 SERBISUM does not participate in dispute resolution procedures before a consumer arbitration service in accordance with the Consumer Dispute Resolution Act.

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