



上海威程会展服务有限公司
SHANGHAI VISION
EXPO & MEETING
SOLUTIONS CO.,LTD.

OFFICIAL INVITATION LETTER APPLICATION

PLEASE FAX OR EMAIL THIS FORM TO:	
Shanghai Vision Expo & Meeting Solutions Co., Ltd.	
Add: Unit 703, New Caohejing Building, 509 Caobao Road, Shanghai 200233	
Tel: (86 21)5481 6051/5481 6052 * 808	Fax: (86 21)5481 6032
E-mail: invitation@shanghai-vision.com	
Contact: Mr. Lucien Chen	

Please supply information as listed below for applicants who need an invitation letter for a visa application. Accurate information is essential. Full details must be clearly typed.

Company Name:			
Address:			
Telephone:		Fax:	
Surname:		First Name:	
Gender:	Nationality:	Date of Birth:	
Passport No:		Job Title:	
Date of Arrival:		Date of Departure:	
Will you apply Chinese visa in your state of nationality?			
If not, please specify in which country you will submit your visa application.			

APPLICATION FEE: USD 25 PER PERSON

Payment Method (By Credit Card):	<input type="checkbox"/> Visa	<input type="checkbox"/> Master
Credit Card No.:	Expiry Date:	(MM/YY)
Security Code:	Printed on the signature side of the credit card, the last 3 digits after the credit card number	
Name of Card Holder:	Amount:	USD

Cardholder's Signature:

Date:

*All the visa invitation letter will only be processed with full prepayment of the application fee.

Procedures:

1. Please make photocopies of this Form if more than one applicant requires visa invitation letter.
2. Please fill in the application form in capital letters or type and return it to us as soon as possible, and we will precede your visa invitation letter immediately.
3. Once approved, we will send you an invitation letter by fax or email and debit your credit card accordingly.
4. Please take this invitation letter together with your passport and other related documents to your embassy or consulate to apply visa.
5. Your embassy or consulate may have an additional charge for their paperwork.

Attention:

Please be reminded that all applicants' passports must be valid for at least **SIX MONTHS** beyond the intended date to enter China or any other destination.

PLEASE SEND THE APPLICATION FORM TOGETHER WITH YOUR PASSPORT COPY