



To/ Attn:		From: Hotel National, a Luxury Collection Hotel
Fax:		Fax: +7(495) 258 71 54 +7(495) 258 70 02
Date:		Tel.: +7(495) 258 71 15 +7(495) 258 71 14

Dear Madam/ Sir,

Thank you for your letter requesting support documents for the Russian tourist visa.

We hereby kindly ask you to fill out the following agreement for this service indicating the person guaranteeing the payment of penalty in case of a room booking cancellation or a no-show. Please be advised that the actual **visa support confirmation is free of charge, however in case of a booking cancellation or guest's non-arrival we reserve the right to charge a penalty of 7000 roubles for the set of documents sent for each guest requiring visa support service. The penalty will be charged to the credit card provided against the mentioned agreement.**

Please revert the filled-out agreement to us **by the secured fax number +7(495) 258 70 02** with the enclosed copies of both sides of the credit card and passport or ID photocopy of the cardholder.

Please make sure that the copies of the front and reverse sides of the credit card are clear and readable: we should be able to read the number of the credit card and the signature on the reverse side, otherwise the card cannot be accepted and visa support letters can not be issued.

VISA SUPPORT PAYMENT AGREEMENT

PLEASE ACCEPT THIS AGREEMENT AS CONFIRMATION THAT I *(person who guarantees the payment),*

Mr. / Ms.	
Tel.: (with country and area code)	
Fax: (with country and area code)	
E-mail address	

AUTHORIZE PENALTY CHARGES for Visa Support Documents provided for

Guest *(name)* _____

Reservation Confirmation № _____

for the period of stay at Hotel National

from _____ to _____

in case of a room cancellation or a no-show. I authorize the charge to my credit card in the amount of 7000 roubles per set of documents.

CREDIT CARD TYPE	
CREDIT CARD NUMBER	
EXPIRY DATE	
CARDHOLDER'S SIGNATURE	

For actual visa support kindly advise us of the following:

Family/ Last Name of Guest (requiring visa support)	
First and Middle Name of Guest	
Date of Birth (dd/mm/yyyy)	
Sex: (Male or Female)	
Passport №	
Guest's Citizenship	

Please note that visa support confirmation is provided for single-entry tourist visa only and does not substitute Russian visa, which must be obtained from the respective Russian Consulate.

The provided visa support documents do not guarantee that the Russian Consulate will issue the necessary entry visa. Please check with your nearest Russian Consulate which documents are required for visa obtention in addition to the visa support confirmation provided by the hotel.

By this form I also agree to guarantee guest's arrival. In case of guest's non-arrival or late cancellation (i.e. the cancellation received after 6 pm local time the day before the arrival) the penalty equal to one night of accommodation will be charged to the provided credit card.

Yes

No