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IPS building, 7th Flr. Unit 11, Kimathi St. NBO - KENYA

Client Visit Summary Form

Date: _____

Time: _____

Customer Service: S. Randu

Client Information

Full Name: _____

Contact Number: _____

Email Address: _____

Nationality: _____

Preferred Mode of Contact: _____

Purpose of Visit

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Reason for Visit:

- Work Visa
- Study Visa
- Tourist Visa
- Business Visa
- Visitation Visa
- Other: _____

Services Required

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Services Interested In:

- **Visa Application**
- **Visa Interview Coaching and Preparation**
- **Job Application Assistance**
- **Itinerary Planning**
- **Flight Bookings**
- **Hotel Reservations**
- **Other:** _____

Client's Budget

Estimated Budget: _____

Client's Concerns

Concerns/Questions:

Client's Needs

Specific Needs or Requests:

Additional Notes

Additional Information or Special Instructions:

Receptionist's Signature: _____

Date: _____