



Jet East Corporate Aviation, LLC
 18 West Piper Ave
 Trenton, NJ 08628
 Phone: (215) 937-9020
 Fax: (215) 600-1718
 info@jeteastaviation.com

JET EAST CORPORATE AVIATION WORK AUTHORIZATION FORM

Please fill out completely so we may better serve you.

Customer Information

Contact Name: _____ E-mail: _____

Company: _____

Cell Phone: _____ Fax: _____ Office Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Job Information

Aircraft Type: _____ Serial Number: _____

Registration Number: _____ Current Location: _____

Description of Work to be done: _____

Do we have your:

Keys? YES NO Requested Return-to-Service Date: _____

Log Books? YES NO

Honeywell MSP Account #: _____ Gold Standard

	Airframe	Engine 1	Engine 2	Engine 3	APU
Hours					
Cycles					
Model					
Serial Number					

Payment Authorization *NOTE: A valid credit card is required prior to performing work. Your card will not be charged until after work is completed. The Customer may also choose to pay with a check or wire transfer at that time. Payment is due in full at the time the aircraft is released to the Customer. If another form of payment is not received at the time the aircraft is released, you authorize Jet East to charge your card for the work performed plus a credit card fee as outlined in the terms and conditions on page 2.*

Credit Card (Required)

Credit Card Number: _____ Card Type: _____

Name on Card: _____ Exp. Date: _____

Security Code (3 or 4 digits): _____ Billing Zip Code: _____

Check /ACH / Wire Transfer: I would prefer to pay via check or wire transfer at the time my aircraft is released.

Please send checks to:

Jet East Corporate Aviation, LLC
 18 West Piper Ave.
 Trenton, NJ 08628

OR

ACH or Wire transfer:

For ACH or wire transfer details, please contact the accounting department at accounting@jeteastaviation.com.



WORK ORDER AUTHORIZATION TERMS AND CONDITIONS

Payment Terms: Unless Customer and Jet East Corporate Aviation, LLC (JECA) make prior arrangements, in writing, to other payment terms, Customer agrees to pay cash to JECA for the work prior to JECA relinquishing possession of the aircraft to Customer. If Customer chooses to pay by credit card, JECA reserves the right to impose a processing fee of up to 3.5% of the total invoice amount.

Deposits: For work orders expected to exceed \$5,000 in billing, JECA reserves the right to require an advance deposit or credit card pre-authorization / hold in an amount up to the expected total billing amount.

Late Payments: In the event that full payment is not received at the time the aircraft is released to the Customer, any unpaid balance not received by JECA within thirty (30) days from the invoice date shall be assessed a late payment charge of 1.5% per month.

Attorney and/or Collection Fees: If any action is brought by JECA for the enforcement of the obligations of the Customer, JECA shall be entitled to recover all reasonable costs incurred with regard to such action.

Rates: All work will be charged at the JECA effective shop and travel rates. Additional labor charges may be included for overtime and / or holiday time.

Taxes: The amount of all Federal, State and Local taxes applicable to the sale, use of, or transportation of the parts sold or the work performed hereunder and all duties, imports, tariffs, or other levies shall be added to the prices and paid by the Customer, except where the Customer shall furnish the appropriate certificate of exemption. Customer agrees to hold JECA harmless from and against any payment of any taxes.

Shop Supplies: JECA will impose a shop supplies surcharge of up to 5% of the total labor charges on the work order.

Customer Supplied and Warranty Parts: JECA reserves the right to impose a handling fee of up to 15% of the manufacturer's suggested retail price for any parts that are supplied either by the customer or warranty vendor if the parts are being replaced under warranty.

Cores / Exchanges: Customer agrees that if parts are replaced under an exchange basis and the exchange core requires replacement parts not normally required during the overhaul, or if the core is rejected, the Customer shall be invoiced for and shall pay for such replacement parts or additional cost associated with the core unit being beyond economical repair.

Changes: Any change or additions to the work and in any applicable drawings or designs accompanying this agreement may be made only through the initiation of a request for a change to work. Such changes may affect price and delivery. The Customer shall pay any increase in price.

Excusable Delay: Where delivery schedule has been given, JECA will make every effort to comply with such delivery schedule; JECA shall not be considered in default and no liability is assumed by JECA for any change in delivery due to any cause not reasonably within the control of JECA, or any additional work request made by the Customer when advised that addition of that item might impact the schedule of the original delivery date. Customer shall give JECA thirty (30) days written notice of its claim during which time JECA may cure any claimed default and incur no liability.

Indemnification: Customer shall indemnify and hold JECA, its officers, directors, employees and agents harmless for loss of or damage to the aircraft including the work accomplished on the aircraft under this agreement for any reason or cause whatsoever while the aircraft is in the possession and control of JECA or on the premises of JECA, except to the extent that such loss or damage is solely and directly caused by the gross negligence of JECA.

Flight by JECA: This agreement does not cover delivery flights, maintenance test flights or any other flights of Customer's aircraft by JECA. JECA does not provide this service.

Estimated Pricing: Estimated pricing is defined to mean an approximate calculation only. The final price may exceed the estimated price.

Expenses: Customer agrees to pay all expenses incurred by JECA as a result of work performed on behalf of Customer. This includes all travel-related expenses for travel to and from the work location, as well as charges levied by the fixed base operator such as hangar fees, aircraft fuel, ground power, escort, etc.

Limited Warranty: JECA warrants to Customers all labor pertaining to the work that shall be performed by JECA in accordance with applicable U.S. Federal Aviation Administration Regulations, JECA's standard practices, and industry standard practices. The extent of liability under this limited warranty shall be the repair or replacement of parts as results of JECA's failure to perform labor in accordance with standards. The warranty does not extend to manufacturer's parts or any defect existing in the part. The parts warranty, if any, supplied by the part manufacturer will apply. Written notice of any claim for labor and repair or replacement of parts must be given to JECA at its facility within fifty (50) hours or ninety (90) days, whichever comes first.

Limitation on Liability: Notwithstanding any provision of this agreement to the contrary, JECA shall not be liable to Customer for special, incidental or consequential damages including, but not limited to, loss of use, revenue or profit, business opportunities and the like, even if JECA was advised, knew, or should have known of the possibility of such damages.

I acknowledge that I have read and agree to the terms and conditions of this work authorization. Furthermore, I testify that I am a person who is authorized to approve maintenance work on the above referenced aircraft, and I approve Jet East to complete the work as stated above. Upon completion of work, I authorize Jet East to charge my account in full for any and all charges associated with the work performed and any additional charges which may occur as outlined in the terms and conditions above.

Signature: _____ Date: _____