

## SERVICES BY ICAO

**FILL OUT ONE FORM FOR EACH ICAO WHERE YOU PROVIDE SERVICES**

ICAO

City

Airport Name

Name of Person completing this document

Legal Business Name of Your Company (Your Employer)

Company Website

How can we contact YOU if we need additional information?

Accounts Receivable Contact: Name

Accounts Receivable Contact: Phone number

***Which ONE of the Following Scenarios best describes your company's role at this airport:***

A. Has an office at this airport with uniformed employees. All requests and communications goes through our office at this location

B. Has an office at this airport with uniformed employees. However, all requests and communications goes through another office.

C. Does not have an office at this airport but will dispatch uniformed employees to provide all handling services. All requests and communications goes through another office.

D. Does not have an office at this airport. Will coordinate with a local handler to setup handling services. Will dispatch a uniformed company employee to supervise handling operations. All requests and communications goes through another office.

E. Does not have an office at this airport. Will coordinate with a local handler to setup handling services. Will not dispatch uniformed company employees to supervise handling services. All requests and communications goes through another office.

F. Does not have an office at this airport and does not coordinate with a local handler to setup handling services. However, extension of credit for fees is provided.

If none of the above scenario's fit your role at this location, please describe the type of services you provide at this airport below:

Permit Services		
Can your company provide permit services?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, which of the following Permits are you able to obtain in <b>this country</b> ?		
Overflight Permits:	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Landing Permits:	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<p><b>If you can extend credit (Direct Bill/Invoice) for Fees at this airport, please fill out the form below, otherwise leave blank:</b></p> <p><b>We can provide credit for the following service:</b></p>		
	Fuel <input type="checkbox"/> Handling Fees <input type="checkbox"/> Airport Fees <input type="checkbox"/>	
<p><b>If you have an office at this airport, please fill out the form below, otherwise leave blank:</b></p>		
Street Address:		
City:		
State		
Country		
Zip Code		
Location on the Airfield:		
What are your operating hours for this airport:		
Can overtime be requested?		
How far in advance does overtime need to be requested?		
Air to Ground Frequency (ARINC):		
<p><b>All communications for Handling and/or Fees are to be directed to:</b></p>		
ICAO/IATA		
Handler's Legal Business Name		
Doing Business As (D.B.A.)		
Manager		
Assistant Manager		
Operations Phone Number		
Operations Secondary Phone Number		
Operations Fax Number		
Operations Primary Email		
Operations Secondary Email		
<p><b>If you are coordinating with a local handler, please provide their information as follows:</b></p>		
Legal Business Name		

Manager	
Assistant Manager	
Primary Phone Number	
Secondary Phone Number	
Fax Number	
Primary Email	
Secondary Email	
<b><i>If an employee is dispatched to supervise/handle aircraft operations, do you charge a fee for the employee's travel expenses?</i></b>	Yes <input type="checkbox"/>
	No <input type="checkbox"/>

Fuel - Line Service	Interior	Pilot / Passenger - Continued
<input type="checkbox"/> Jet A	<input type="checkbox"/> Cleaning	<input type="checkbox"/> Security
<input type="checkbox"/> 100LL	<input type="checkbox"/> Carpet Shampooing	<input type="checkbox"/> Computer w/Internet Access
<input type="checkbox"/> 80	<input type="checkbox"/> Repair	<input type="checkbox"/> Modem Station
Fuel – Self Serve	Exterior	<input type="checkbox"/> Fax Service
<input type="checkbox"/> Jet A	<input type="checkbox"/> Washing	<input type="checkbox"/> Copier Available
<input type="checkbox"/> 100LL	<input type="checkbox"/> Bright	<input type="checkbox"/> Golf Near by
<input type="checkbox"/> 80 <b>Fuel Brand:</b>	<input type="checkbox"/> Paint Facility	<input type="checkbox"/> Coffee
Fuel - Options	Pilot	<input type="checkbox"/> Snacks
<input type="checkbox"/> Volume Discount	<input type="checkbox"/> Weather Planning Service	<input type="checkbox"/> Newspaper
Transient Hangar Space	<input type="checkbox"/> Flight Planning Room	<input type="checkbox"/> Ice
<input type="checkbox"/> Heated	<input type="checkbox"/> Crew Transportation	Passenger
<input type="checkbox"/> Up to Small Jet	<input type="checkbox"/> Crew Cars	<input type="checkbox"/> Meeting Facility
<input type="checkbox"/> Up to Mid-Size Jet	<input type="checkbox"/> Lounge	<input type="checkbox"/> Coffee Area
<input type="checkbox"/> Up to Large Jet	<input type="checkbox"/> Recreation Room	<input type="checkbox"/> Bar Area
<input type="checkbox"/> Commercial Size Jet	<input type="checkbox"/> Exercise Room	<input type="checkbox"/> Conference Call Capable
Aircraft	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Video Conference Capable
<input type="checkbox"/> Ramp Fee	<input type="checkbox"/> Laundry Service	<input type="checkbox"/> Lounge
Comment:	<input type="checkbox"/> Snooze/Sleep Room	<input type="checkbox"/> Gift Shop
	<input type="checkbox"/> Shower Facility	Other
<input type="checkbox"/> Handling Fee	<input type="checkbox"/> Pilot Supplies	<input type="checkbox"/> Helicopter Friendly
Comment:	<input type="checkbox"/> Medical Examiner On-site	<input type="checkbox"/> Piston Charter Service
	Rental Cars	<input type="checkbox"/> Turboprop Charter Service
<input type="checkbox"/> 24-hour service on request (non-24 hour locations)	<input type="checkbox"/> Hertz	<input type="checkbox"/> Jet Charter Service
<input type="checkbox"/> Quick Turns	<input type="checkbox"/> Avis	<input type="checkbox"/> Helicopter Charter Service
<input type="checkbox"/> Security	<input type="checkbox"/> Other	<input type="checkbox"/> Aerial Photography Service
<input type="checkbox"/> De-Icing Service	Comment:	<input type="checkbox"/> Cargo Handling
<input type="checkbox"/> Oxygen Service	Pilot / Passenger	Credit Cards Accepted
<input type="checkbox"/> Nitrogen Service	<input type="checkbox"/> Limousine Service	<input type="checkbox"/> Visa
<input type="checkbox"/> Lavatory Service	<input type="checkbox"/> Taxi Service	<input type="checkbox"/> Mastercard
<input type="checkbox"/> Ground Power Unit (GPU)	<input type="checkbox"/> Restaurant On-Site	<input type="checkbox"/> Discover
<input type="checkbox"/> Over Water Gear Rental	<input type="checkbox"/> Restaurant Walking Distance	<input type="checkbox"/> American Express
Aircraft Maintenance	<input type="checkbox"/> Concierge Service	<input type="checkbox"/> Diners Club
<input type="checkbox"/> Minor	<input type="checkbox"/> Catering Service	<input type="checkbox"/> JCB
<input type="checkbox"/> Major	<input type="checkbox"/> Catering Refrigeration	<input type="checkbox"/> UVair
<input type="checkbox"/> Avionics Repair	<input type="checkbox"/> Locked Storage Room	<input type="checkbox"/> Multi-Service
<input type="checkbox"/> Authorized Facility		<input type="checkbox"/> Avcard
Is YOUR FBO an authorized service center? If yes, what brands?		Commercial Size Jet
Comment:		<input type="checkbox"/> Provide Service