



**AUTHORIZATION TO CHARGE CREDIT CARD
(VISA, MASTERCARD, AMERICAN EXPRESS)**

Date: _____

NEW CLIENT INFORMATION

Name: _____

Billing address: _____

City/State/Zip: _____

Phone () _____ Fax () _____

Contact person: _____

CREDIT CARD INFORMATION

Account Number: _____ Card Type: VISA MC AMEX

Cardholder: _____ Expiration Date _____

* * * * *

AUTHORIZATION TO CHARGE CREDIT CARD ACCOUNT

I _____ authorize Associated Aircraft Group Inc. to bill the above referenced credit card
(Please print name)

account for flight services that will be (or were) provided. This form and signature serves as authorization and agreement to any
and all charges billable that pertain to the flight services to be provided (or have been provided) on _____ (trip date).

Charges are for the quoted amount of \$ _____, not to exceed \$ _____.

Authorizing signature _____ Date: _____

If the authorizing signature above is not the person liable for payment, please indicate the name of the responsible party:

By signing this authorization, it is understood that Associated Aircraft Group will add a 4% administrative fee to the balance charged to the above referenced credit card.

*Note: Authorizing signature is **required**. Thank you.*

Procedures – New Charter Clients

All new clients will be instructed of the following requirements prior to service:

1. Complete and sign AAG's Credit Application and return via fax.
2. Complete and sign credit card authorization form and return via fax. Charter will indicate the "quoted" amount and the "not to exceed" amount on this form.
3. New clients requesting trips to be paid on credit card (or open account) must be **approved and signed** by the customer using a **HARD QUOTE** indicating all charges (flight hours, landing & parking fees, excise tax, etc.). This hard quote needs to be kept on file and must be done prior to the trip, at the time of quotation.

All new clients will be informed of the following:

Sometimes it is not possible to have their application for credit approved for open account prior to their first trip with AAG. Therefore, their first trip will be charged to their credit card account (Visa, MasterCard, Amex). They must complete the credit card authorization form prior to trip scheduling. If the client's credit application is approved prior to their trip, the client must be made aware that the credit card serves as backup to their account and that if the invoice is not paid within AAG's payment terms, the credit card on file will be billed.

Associated Aircraft Group will add a 4% administrative fee to the balance charged to a credit card.