

Trip Date \_\_\_\_\_ Tail # \_\_\_\_\_ Operator Name \_\_\_\_\_

### **TRIP AGREEMENT**

The following are the requirements and standards for all FlightWorks flights. It is essential that these requirements are met:

#### **Operator**

- The operator must carry at least 50 million dollars for turboprop, light, and medium jets and 100 million dollars for large jets combined single limit, bodily injury to passengers and property damage liability insurance.
- The vendor's dispatch department must report to FlightWorks if a delay is greater than 15 minutes.  
**Toll Free 1-800-255-1971**

#### **Aircraft**

- The aircraft must be stocked with the appropriate beverages including soda, coffee, alcoholic beverages, bottled water and snacks.
- The aircraft must be kept clean inside and out while doing business for FlightWorks.
- The aircraft must be operated in accordance with the Federal Aviation Regulations and any other applicable rules and/or regulations governing the flight.

#### **Flight Crew**

- The flight crew and aircraft must be in position at the departure FBO a minimum of 60 minutes before scheduled departure and be ready for departure a minimum of 30 minutes prior to the scheduled passenger arrival time. All departures out of Cobb County McCollum (KRYY) will depart from the FlightWorks Executive terminal unless otherwise noted.
- The flight crew must represent FlightWorks in a professional manner.
- Flight crew will advise passengers of any changes to the itinerary as soon as practicable.
- Any Pilot who does not meet the prescribed minimum below must be pre-approved by FlightWorks before a trip.

	<b>Total Time</b>	<b>Total PIC Time</b>	<b>Time in type</b>	<b>Operator' s Initials if ARG/US and/or Wyvern not up to date</b>
<b>PIC</b>	3000	1500	100 as PIC	
<b>SIC</b>	1500	500	50 as SIC	

- The FlightWorks Vendor Relations Department has hired your company for your dedication to the highest professional standards. The Operator shall represent FlightWorks at all times and as such will not distribute business cards, company paraphernalia or any material that would solicit business for the operator. Operator, owners, pilots, crew, contracted by FlightWorks agree that pricing, fees and sensitive matters must be held in strict confidence and never discussed with any persons or passengers and that the operator will be held liable for any damages resulting from careless or negligent acts of the above.

**By completing this form, the operator agrees that they meet the specified requirements as set forth in the Vendor Standards and Qualifications. The latest copy of the Vendor Standards and Qualifications is Revision 2, and may be downloaded from <http://www.flightworks.com/vendors.htm>  
Fax to FlightWorks prior to flight dispatch at 770-499-0912**

PIC Name \_\_\_\_\_ SIC Name \_\_\_\_\_

Contact number for crew \_\_\_\_\_ Flight Tracking Tail Number \_\_\_\_\_

**Operator Signature:** \_\_\_\_\_