



# WORK AUTHORIZATION FORM

Velocity Maintenance Solutions, LLC  
6 DRBA Way  
New Castle, DE 19720

P: (844)-JETTFIX (538-8349)  
[help@velocitymx.com](mailto:help@velocitymx.com)

### CUSTOMER INFORMATION:

CONTACT NAME: E-MAIL:

COMPANY:

CELL: OFFICE:

ADDRESS:

CITY: STATE: ZIP CODE:

**HOURLY LABOR RATE:** **AP CONTACT (FOR INVOICES):**

### AIRCRAFT INFORMATION / WORKSCOPE:

CURRENT LOCATION: AIRCRAFT MAKE/MODEL:

REGISTRATION NUMBER: SERIAL NUMBER:

WORKSCOPE:

F.A.R PART 91  
135

**REQUESTED RETURN-TO-SERVICE DATE:**

#### ENGINE PROGRAM ACCT/CONTRACT #:

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

### PAYMENT AUTHORIZATION

**CREDIT CARD (REQUIRED)**

NAME ON CARD

BILLING ZIP CODE

CARD NUMBER

CARD TYPE

EXP DATE

SECURITY CODE (3 OR 4 DIGITS)

**CHECK OR WIRE TRANSFER:** I would prefer to pay via check or wire transfer at the time my aircraft is released.

**PLEASE REMIT PAYMENT BY MAIL TO**  
Velocity Maintenance Solutions, LLC  
6 DRBA Way  
New Castle, DE 19720

**WIRE TRANSFER**  
For wire transfer details, please contact  
[accounting@velocitymx.com](mailto:accounting@velocitymx.com)



## WORK ORDER AUTHORIZATION TERMS AND CONDITIONS

**Payment Terms:** Unless Customer and Velocity Maintenance Solutions, LLC (VMS) make prior arrangements, in writing, to other payment terms, Customer agrees to pay cash to VMS for the work prior to VMS relinquishing possession of the aircraft to Customer.

**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 VMS within fifteen (15) 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 VMS for the enforcement of the obligations of the Customer, VMS shall be entitled to recover all reasonable costs incurred with regard to such action.

**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 VMS harmless from and against any payment of any taxes.

**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, VMS will make every effort to comply with such delivery schedule; VMS shall not be considered in default and no liability is assumed by VMS for any change in delivery due to any cause not reasonably within the control of VMS, 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 VMS fifteen (15) days written notice of its claim during which time VMS may cure any claimed default and incur no liability.

**Indemnification:** Customer shall indemnify and hold VMS, 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 VMS or on the premises of VMS, except to the extent that such loss or damage is solely and directly caused by the gross negligence of VMS.

**Flight by VMS:** This agreement does not cover delivery flights, maintenance test flights or any other flights of Customer's aircraft by VMS. VMS 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.

**Limited Warranty:** VMS warrants to Customers all labor pertaining to the work that shall be performed by VMS in accordance with applicable U.S. Federal Aviation Administration Regulations, VMS'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 VMS'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 VMS 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, VMS 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 VMS 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 request. Furthermore, I testify that I am a person who is authorized to approve maintenance work on the above referenced aircraft, and I approve Velocity Maintenance Solutions, LLC to complete the work as stated above. Upon completion of work, I authorize Velocity Maintenance Solutions, LLC to charge my account in full for any and all charges associated with the work performed.**

**SIGNATURE:**

**DATE:**