



# 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

*NOTE: A valid credit card is required prior to performing work. Your card will not be charged until after work is completed. You may also choose to pay with a check, ACH or wire transfer at that time. Payment is due in full at the time the aircraft is returned to service. If the Customer authorizes the credit card on file to be charged for work performed, a 3.75% fee will be added to the final invoice.*

#### CREDIT CARD (REQUIRED)

NAME ON CARD

BILLING ZIP CODE

CARD NUMBER

CARD TYPE

EXP DATE

SECURITY CODE (3 OR 4 DIGITS)

#### WIRE TRANSFER

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

## General Terms and Conditions

- If Customer causes any postponement or stoppage of services, not limited to discrepancy repair/discrepancy approvals, or required payments due, the Customer will be liable to Velocity Maintenance Solutions for any additional costs associated with the work stoppage. This includes but is not limited to handling, reasonable storage fees, inspections and preservation costs. Customer agrees that such postponement charges will be added to the invoice and invoices are due and payable when received by Customer. Upon lifting of the work stoppage, Velocity Maintenance Solutions will assess the impact to the re-delivery schedule and provide Customer with a new delivery date.
- Price quotes do not include any (i) shipping and handling charges, (ii) state and local taxes, (iii) credit card fees or (iv) Applicable Airport (“airport site work performed at”) administration fees unless expressly noted. The Customer shall be responsible for payment of such charges and fees as required.
- Unless specifically stated otherwise, fuel, defuel used in the performance of inspections, functional and operational tests, flight tests, and leak tests shall be provided by the customer and are not included in the Proposal pricing. Fuel is obtained from local FBO’s at their standard retail prices.
- Flight test requirements have not been factored in this proposal. Any test flight requirements by either the regulatory authority or the customer will be the sole burden of the customer for all expenses incurred. All flight crew expenses, and associated insurance (crew and hull) are the responsibility of the customer.
- Long-term Aircraft preservation requirements as may be required will be completed per the OEM’s (airframe and engine) requirements and will be billed on a time-and-materials basis separately from this proposal at the current posted labor rates unless otherwise expressly noted in writing.
- All customer-supplied parts will be subject to a mandatory incoming inspection process before installation on the aircraft. Customer-supplied parts will be assessed a handling management surcharge at the time of installation based on 15% of the Manufacturer’s Suggested Retail Price (MSRP). If there is no MSRP, Velocity Maintenance Solutions shall determine the base price for the surcharge in its sole discretion. Customer-supplied parts must be accompanied by a properly executed release for return to service in accordance with FAA regulations. VELOCITY MAINTENANCE SOLUTIONS, LLC. DISCLAIMS ALL LIABILITY FOR CUSTOMER-SUPPLIED PARTS AND SPECIFICALLY DISCLAIMS ALL EXPRESS, IMPLIED OR STATUTORY WARRANTIES FOR SUCH PARTS, INCLUDING, BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
- Velocity Maintenance Solutions may subcontract any service to any subcontractor properly certified and rated by the FAA or other equivalent authority.
- Working days are defined as Monday through Friday, except for national holidays. This proposal does not include overtime. Overtime requested by the Customer will be charged at 150% of the quoted rates unless otherwise expressly noted in writing.
- Hangar storage/ramp storage fees will be charged commencing on the 3rd business day of inactivity caused by i) a failure of the customer to provide work approvals, ii) failure to make required payments, or iii) failure to accept redelivery of the Aircraft following completion of work notification.
- If the customer is tax exempt, a tax exemption certificate will need to be on file.
- Discrepancies noted during the performance of an inspection or work performed are not included in this Proposal and the cost to repair or correct any discrepancy will be performed at the agreed upon labor rates. Significant discrepancies generated may impact the Aircraft re-delivery date. Velocity Maintenance Solutions will assess the impact to the re-delivery schedule and provide Customer with a new delivery date if applicable.
- Estimates may not include gaining access to areas required for task completion and/or removal and re-installation of Components, Cockpit, Baggage and Cabin Interior. These tasks will be accomplished on an additional time and material basis if applicable to work scope and will be provided to the Customer for approval separately from this proposal at the agreed upon labor rates unless otherwise expressly noted in writing.
- Removal or relocation of any existing equipment and/or components required to accommodate installation of the new equipment and/or components, unless specified in the quote, will be accomplished on an additional time and material basis.
- All materials utilized comply with applicable FAA requirements. All materials and/or items permanently removed/deleted from the aircraft will become the property of Velocity Maintenance Solutions unless expressly noted.
- Downtime estimated in this proposal is based upon a timely availability and receipt of required materials and selected equipment and cannot be guaranteed. Velocity Maintenance Solutions will assess the impact to the re-delivery schedule and provide Customer with a new delivery date when applicable.
- Unless otherwise indicated, work will be performed at Velocity Maintenance Solutions KILG (New Castle, DE) location.
- The Customer is required to provide access to Maintenance Manuals, all Logbooks, Wiring Prints and Custom Installation Manuals required for the work to be performed, as well as all current times and cycles for Aircraft, Engines and APU prior to or at the time of induction into maintenance.

- In the event manual access is not provided by the customer, Velocity Maintenance Solutions reserves the right to temporarily rent manuals. Rental costs incurred will be included in the final invoice to the Customer.
- The Customer is required to notify Velocity Maintenance Solutions of any maintenance programs, i.e., MSP, JSSI, ProParts, CASP, etc. prior to induction of the aircraft into maintenance. Please attach any applicable program numbers on the last page of this proposal.
- Aircraft engineering documents must coincide with the current aircraft configuration. Inaccurate wiring or documents may result in additional time and materials charges.
- Upon completion of maintenance, Velocity Maintenance Solutions will provide the Customer with a Velocity Maintenance Solutions Logbook Entry for work accomplished. If the Customer requests additional paperwork completion including, but not limited to, Maintenance Tracking Program and Customer Flight Log updates, and Engineering Flight Extensions, Velocity Maintenance Solutions will invoice these tasks on an additional time and material basis.

*This proposal is based on what is known at the time of quoting and does not include any unforeseen elements such as unknown equipment compatibility and/or special configuration of systems or wire routing that may affect work as identified in this Proposal. Any unforeseen items noted will be presented to the customer and will be addressed once approved in writing.*

**Warranty - General Terms and Conditions**

- Velocity Maintenance Solutions warrants that the services performed hereunder will comply with applicable FAA regulations in effect as of the date the work is performed (as interpreted by the FAA office having jurisdiction over the Velocity Maintenance Solutions facility) and will be free from defects in workmanship under normal use for ninety (90) days or 50 Flight Hours from date of service.
- All components purchased for the maintenance activity are warranted by the applicable manufacturer or overhaul agency and take precedence to any other warranty claim due to part or component failure.
- Velocity Maintenance Solutions does not warrant part/component/or material failures beyond the applicable manufacturer’s warranty program. This warranty does not apply to (i) normal wear and tear, (ii) the consequences of accident, negligence, abuse, or misuse, or of repair, removal, installation or alteration other than by Velocity Maintenance Solutions (iii) to customer furnished parts or equipment (iv) work which was performed to Customer specifications and was not performed in accordance with Velocity Maintenance Solutions standard operating procedures.
- The sole and exclusive remedy of Customer and Velocity Maintenance Solutions sole and exclusive liability with respect to this warranty is limited to repair or replacement (at Velocity Maintenance Solutions discretion) of the non-conforming or defective work. Such repair or replacement shall be performed at a designated facility and the Customer shall be responsible for transportation or relocation costs. Components considered for warranty coverage due to failure after installation do not include labor costs to remove and reinstall replacement component and/or material. Technician labor and travel (if required) will be invoiced at the current posted labor rate unless otherwise expressly noted in writing prior to acceptance of warranty work.

**PLEASE SIGN AND DATE BELOW. THIS PAGE IS REQUIRED TO BE ACKNOWLEDGED AND RETURNED AS PART OF THE COMPLETED WORK AUTHORIZATION.**

**SIGNATURE:**

**DATE:**