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**BILLING POLICY**

**Thank you for choosing All In Aviation for your flight training!**

**Please review the billing terms below and sign that you understand and agree.**

**For any additional billing questions please contact Tess directly.**

* All invoices will be emailed to you, the client, after your appointment.
* Invoices are emailed through QuickBooks directly and need to be paid through the link on the email.
* If you have money on account to cover the invoice you will still receive an emailed invoice for your appointment. The balance due will show $0.
* A valid credit card on account is mandatory before any training can start. Any time a credit card is used there will be a 3% processing fee added. Please enter your card information at the link provided.
* If you previously had money on account and receive an invoice email showing a balance due, it means you have exhausted your credit and now owe that amount.

\*\*\*The credit card put on file is NOT automatically charged for invoices unless you inform us to do so\*\*\*

* Any invoices over 3 days past due can be charged to your card on file. We are not required to notify you additionally before charging your card for past due invoices.
* All expenses incurred during lessons or trips are billed to you, the client.
* Fuel purchased outside of AIA is to be paid by you, the client.
* If you purchase fuel and would like credit back, you must submit your receipt to tess@allinaviation.com including your full name. Reimbursement will be made on your invoice and fuel is reimbursed per gallon up to the current SS rate at KHND.

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**AIA Membership Information**

* Membership is voluntary. You are welcome to sign up for a membership at any time.
* To become a member, please email tess@allinaviation.com and Tess will set up your account for you.
* Initial membership sign up is $550. This includes the first 6 months dues up front and a refundable insurance deposit. Once the initial 6 months is complete, dues go to automatic monthly billing of $50.
* You can cancel your membership at any time by emailing Tess. Initial membership dues paid are nonrefundable.
* You are welcome to put a deposit on account in the form of check, cash, credit card or bank wire. If you chose to use your credit card the 3% fee will be applied.



* If sending a bank wire, an email to Tess including your full name and wire confirmation information is required.
* If there is a balance due on your account, this will need to be paid in full before bonus credit is given.
* Additional details pertaining to the membership benefits, including a breakdown of bonus credit amounts, can be found on the AIA price sheet.

**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read, understand and agree to these Terms.**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**