



CLIENT INFORMATION PACKET

CHECKLIST

- Client Information Packet*
- Online Payment Authorization Form*
- Photo ID/ Driver's License*

- Copy of Birth Certificate/ Passport (if applicable)
- TSA Approval (if applicable)
- Copy of Pilot Certificates/ Student Endorsements
- Copy of Current Medical
- Copy of last BFR/IPC
- Aircraft Checkout Documents

SET UP/ REVIEW ITEMS FOR NEW CLIENTS

- Flight Schedule Pro
- AIA Operations Manual
- Hangar Entry Procedures
- Cirrus Approach

Client Name

Date



CONTACT INFORMATION

Date

Last Name

First Name

Address

City

State

Zip

Phone Number

E-mail

Emergency Contact

Phone

How did you hear about us?

Briefly describe your aviation goals you would like to achieve at AIA:

MEMBER INFORMATION

Initial one of the below:

_____ I would like to be a member and understand the parameters of becoming a member

_____ I would not like to be a member at this time but understand my options.



PILOT RECORD

Pilot Name

Address

Date of Birth

Pilot Certificate Number

Occupation

Employer

PILOT CERTIFICATES NOW HELD

Student Private Commercial ATP Flight Instructor

FAA PILOT RATINGS NOW HELD

ASEL AMEL IFR

FAA MEDICAL CERTIFICATE

Date Issued

Class

Waivers (if none, write none)

RECURRENT TRAINING

Date of last instrument proficiency check (IPC)

Date of last biennial flight review or equivalent (BFR)

Do you participate in FAA Pilot Proficiency Awards Program (WINGS)? Yes No

LOGED PILOT HOURS

Total Time (All Aircraft):

Cirrus:

High Performance:

Instrument (Simulated and Actual):

Other:

As PIC or co-pilot, have you ever been involved in any aircraft accident or incident? Yes No

As PIC or co-pilot, have you ever been found guilty of an FAA violation? Yes No

Signed

Date

(Pilot's personal signature required)



PAYMENT AUTHORIZAITON FORM

All aircraft rentals require a credit card to be placed on file. Customers are welcome to pay cash, check, or use a different card at the time of flight completion. Otherwise, charges remaining 7 days after invoice (including AIA member dues, if applicable) will be made against renter's account if balance remains or billed to the credit card on file. **Any charges via credit card will incur a 3% processing fee.** [Click here](#) for Online Payment Form.

Please Initial:

_____ I have completed and signed the AIA ONLINE CREDIT CARD PAYMENT AUTHORIZATION FORM.

I authorize All In Aviation to charge my card for all outstanding charges on my account. I understand that this authorization shall be in effect until I notify All In Aviation of my intention to close my account in writing and have made full payment for any and all outstanding charges.

Signature authorizing charges _____

PREPAYMENT OPTIONS (BONUS CREDIT)

All In Aviation offers a cash value credit for members only who choose to place prepaid money on account in the following increments:

Amount Purchased	Bonus Credit
\$3,000.00 +	5%
\$6,000.00 +	6%
\$9,000.00 +	7%

All prepaid purchases made with a credit card must be accomplished by running the desired card. Once the prepaid amount is depleted, you will be contacted by All In Aviation to purchase an additional prepaid amount

Refund Policy:

Any credit remaining on a customer's account may be refunded at the customers written request. Refunds will only be issued in the same form of the original payment and any credit previously applied to an invoice is not eligible for refund. Refunds for remaining credit form a block purchase will be refunded minus the bonus credit that was applied to the customer's account.

Cancellation and No-Show Policy:

AIA requires at least 24 hours advanced notice of cancellation for any flight. Mitigating circumstances include weather, illness, emergencies, and medical problems. It is requested that the renters notify AIA as soon as possible regarding cancellations. In the event that a renter is a no-show for an instructional flight and does not notify AIA regarding the cancellation, that person will be billed for 2 hours of instructor time at that instructor's billable rate.

Instructor Charge Policy:

All time spent with an instructor will be charged at that instructor's billable rate with a two-hour minimum per-scheduled event. Instruction 1-5 hours in length is billed at the hourly rate. Instruction lasting 5-12 hours in billed at a full day rate. Any instruction in excess of 12 hours is gain billed at the hourly rate. All instructor incidentals (lodging, meals, transportation) are also invoiced.



ACKNOWLEDGEMENT OF RECEIPT & UNDERSTANDING OF AIA OPERATIONS MANUAL

Please initial:

_____ I have received, either in digital or hard-copy form, All In Aviation Operations Manual.

_____ I have read, understand, and agree to comply with all policies and procedures as set forth within the All In Aviation Operations Manual.

_____ I understand that any deviation from any policy and/or procedures as outlined within the All In Aviation Operations Manual requires written authorization from the All In Aviation President or Director of Flight Operations.

I understand that failure to comply with policies and procedures as set forth within the All In Aviation Operations Manual is grounds for revocation and denial of flight privileges with All In Aviation.

Name (print)

Date

Signature

ZERO-DEDUCTIBLE INSURANCE RELEASE AUTHORIZATION

I, _____, hereby request All In Aviation to release me from the aircraft damage deductible defined in the insurance policy that I may incur due to an accident or incident with an All In Aviation aircraft. I understand that this release will not be in effect for gross pilot negligence. I further understand that this coverage shall be effective upon receipt of this form by All In Aviation.

Initial one of the below:

_____ I agree to pay the \$250 insurance deposit; refundable to me upon written cancellation of my membership. I also understand that this deposit is refundable only if my membership is in good standing with All In Aviation and I have been a member for a minimum of six months. If a claim is made, the \$250 will be used as a deductible and another \$250 deposit will be required.

_____ I agree to pay All In Aviation \$5.00 per flight hour, which I understand will be added to my flight Charges.

Signature

All In Aviation Member/Renter