



MITCHELL AVIATION SERVICES, LLC

500 Aviation Way, B-5
Peachtree City, GA 30269
404-803-9858

Customer Authorization/Check-in Form

Date: _____

Customer Information:

Customer Name/Company: _____

Address: _____ City/State: _____ Zip code: _____

Phone# (home, cell, work): _____ Email: _____

Person/Company responsible for payment: _____

Payment Type upon Pickup: ☐ Cash ☐ Check ☐ Credit Card (Additional 3% convenience fee will be applied)

Aircraft Information: (items being left)

N#: _____ Make: _____ Model: _____ Hobbs: _____ Tach: _____

Logbooks: Yes No POH: Yes No Weight & Balance: Yes No Aircraft Keys: Yes No

Equipment Information: (items being left)

Unit Make: _____ Model: _____ P/N: _____ S/N: _____

Description of Problem:

Aircraft Keys/Equipment must be received (_____) Initial.

Customer dropping off Aircraft or Equipment for repairs will need to list any (Time Restraints) or (Minimum hours to stop trouble shooting) on repairs under the Special Instructions section above. The customer is responsible for all labor and part charges on aircraft/or equipment being serviced (even if no problem is found or resolved).

Manufacture Warranty Work. (_____) initial.

The customer is responsible for any labor or parts that are not covered under warranty repairs/troubleshooting, freight, etc. The customer is responsible for fuel used during the running and test flight(s) with the aircraft. The aircraft may have fuel added before test flight and will be charged to the customer.

Payment is due in full upon pickup of aircraft or repaired items. (_____) initial.

50% payment is required up front for specialty items.

Aircraft is a 135 Operation. ☐ Yes ☐ No (_____) initial

I HEREBY AUTHORIZE THE ABOVE INSTALLATION/REPAIRS TO BE DONE ALONG WITH THE NECESSARY MATERIALS AND HEREBY GRANT MITCHELL AVIATION SERVICES, LLC AND THEIR EMPLOYEES PERMISSION TO OPERATE THE AIRCRAFT FOR THE PURPOSE OF TESTING AND/OR INSPECTION. AN AIRCRAFT MECHANIC'S LIEN IS HEREBY ACKNOWLEDGED ON THE ABOVE AIRCRAFT TO SECURE THE AMOUNT OF REPAIRS THERETO. MITCHELL AVIATION SERVICES, LLC IS NOT RESPONSIBLE FOR LOSS OR DAMAGE TO AIRCRAFT OR ARTICLES LEFT IN AIRCRAFT IN CASE OF FIRE, THEFT, OR ANY CAUSE BEYOND OUR CONTROL. A CHARGE OF ONE HOUR LABOR WILL APPLY TO ALL WORK FOR WHICH QUOTES ARE REQUIRED. PAYMENT IS DUE IN FULL BEFORE AIRCRAFT OR EQUIPMENT ARE REMOVED FROM MITCHELL AVIATION SERVICES, LLC. ** THE SIGNATURE BELOW & INITIALS ABOVE MUST BE A PERSON WHO HAS THE AUTHORITY TO AUTHORIZE THIS WORK TO BE DONE WITH INFORMATION REFERENCED ON THIS FORM OR BY OTHER QUOTATION (VERBAL OR WRITTEN)

Signature: _____
Owner or a Person Authorized by Owner

Date: _____