

Request for Services for Departure

Please note all services must be requested on arrival or prior to arrival to the St. Paul Flight Center. St. Paul Flight Center **must** receive all fuel and other support by means of this form. **All** Fueling will be performed prior to your day of departure and must be requested at the time of check-in.

All services must be charged to the cards placed on file attached to this form and all receipts will be emailed to you after the event. You will not need to sign credit card receipts, by way of signing this form you are authorizing all changes to be placed on the cards requested at the time of check-in.

Please fill form out completely.

Tail Number and Aircraft Type:

Departure Date and Slot Time:

Company Name and Address:

Contact Name and Phone Number:

Fuel Request: Note all fuel with have Prist additive:

Lavatory Service:

Note all lavatories will need to be top filled if serviced, please indicate fill fluid quantity requested:

Coffee:

Ice:

Newspapers:

Catering: Please ask for ordering form at front desk. Indicate on this form if you have ordered catering.

Deice is a flat fee and will be charged according to our fee schedule and only be charged if deicing services are needed at the time of departure

Credit card to be used for fuel:

Please include security code and zip code affiliated with the card:

Credit card to be used for other services:

Please include security code and zip code affiliated with the card

Signature for credit card authorization:

Email address or addresses for receipts:

Comments: