

Handling reservation Form

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| Nome del File: | handling reservation form | Creato il: | 29.12.2017 | Process Owner: | GA |
| Modificato il: | 15.10.2018 | Modificato da: | Franziska Lerch | Pagina / Pagine: | 1 / 1 |
| | | | Versione: | 2 | |

GA Handling Reservation Form - WEF 21-27/01/19

Kindly fill in and send via e-mail or fax to guarantee handling services

GENERAL INFORMATION

| | | | |
|-----------------|------------------------------|-----------------------------|----------------------|
| Company | <input type="text"/> | Crew name | <input type="text"/> |
| Aircraft Reg. | <input type="text"/> | A/C Type | <input type="text"/> |
| MTOW (Kg) | <input type="text"/> | | |
| AOC | yes <input type="checkbox"/> | no <input type="checkbox"/> | |
| Invoice address | <input type="text"/> | | |
| E-mail | <input type="text"/> | Phone | <input type="text"/> |
| C/C Number* | <input type="text"/> | Type | <input type="text"/> |
| Exp. Date | <input type="text"/> | CCV Code | <input type="text"/> |

* A valid credit card number is required to guarantee handling services before releasing the confirmation number. Credit cards accepted: American Express, MasterCard, Maestro, Visa.

INBOUND FLIGHT

| | | | | | |
|-------------|----------------------|----------------|----------------------------|----------------------------|----------------------------------|
| Date | <input type="text"/> | ETA | <input type="text"/> | PAX | <input type="text"/> |
| Dep.Airport | <input type="text"/> | Type of flight | N <input type="checkbox"/> | G <input type="checkbox"/> | TRN FLT <input type="checkbox"/> |

OUTBOUND FLIGHT

| | | | | | |
|-------------|----------------------|----------------|----------------------|-----|----------------------|
| Date | <input type="text"/> | ETD | <input type="text"/> | PAX | <input type="text"/> |
| Arr.Airport | <input type="text"/> | Type of flight | | | |

ADDITIONAL SPECIAL REQUESTS TO BASIC HANDLING

| | | | | | | | |
|----------|--------------------------|-----------|--------------------------|------------|--------------------------|--------------------------------|--------------------------|
| Catering | <input type="checkbox"/> | Limousine | <input type="checkbox"/> | Crew Hotel | <input type="checkbox"/> | Apron access by car CHF 200.-- | <input type="checkbox"/> |
|----------|--------------------------|-----------|--------------------------|------------|--------------------------|--------------------------------|--------------------------|

For a full list of available extra handling services and for catering menu please see:
<http://www.lugano-airport.ch/en/business-partners/general-aviation/airport-charges-ga>

CANCELLATION POLICY

Charges are subject to VAT according to Swiss law.

For no shows or late cancellations the following cancellation administration fee will apply (not applicable for proved weather cancellations):

- Notification up to 12 hours before the flight: no charge
- Notification less than 12 hours before or failure to notify:
- From 3,000 Kg to 10,000 Kg mtom: CHF 50.--
- From 10,001 Kg upwards: CHF 100.--

OPERATING HOURS FOR GENERAL AVIATION FLIGHTS

Monday - Sunday 08.00 to 20.00 LT

Special AUTH can be granted from 07.00LT to 08.00LT or from 20.00LT to 22.00LT.