

**Handling reservation Form**

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				Versione:	3

**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"/>	Subject to VAT	yes <input type="checkbox"/> no <sup>1)</sup> <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. <sup>1)</sup> **VAT exemption** for fuel and extra services for Commercial Flight's will be applied only with a valid official VAT exemption certificate.

**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	N <input type="checkbox"/> G <input type="checkbox"/> TRN FLT <input type="checkbox"/>		

**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"/>
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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.