

Checklist for ordering a private jet for an executive

I. Basic information

Passenger:

Passenger's full name (in full, as on passport)

Names of companions (if any)

Contact details for all passengers

Nationality of all passengers

Need for visa assistance (if so, specify countries)

Flight itinerary:

Departure city

Departure Airport (may be left blank)

Place of transfer

Departure date and time (according to departure time zone)

City of arrival

Arrival airport (may be left blank)

Arrival date and time (according to departure time zone)

Stopovers required (if so, please specify cities and times)

Budget:

Flight budget (if available)

Type of aircraft preferred:

Aircraft class (light, medium, heavy)

Special requirements for aircraft model (if any)

Other aircraft equipment requirements (bed, shower, in-flight entertainment)

II. Additional services and requirements

Baggage:

Number of baggage items

Baggage weight

Baggage dimensions

Need to transport oversized baggage
(sports equipment, musical instruments, etc.)

Presence of animals
(specify species, breed, weight, availability of documentation)

Meals on board:

Food preferences
(vegetarian, children, dietary)

Allergies of all passengers

Drink and alcohol preferences

Transfers:

Need for airport transfers

Car pick-up address

Car class

Connectivity on board:

Internet access requirements (Wi-Fi)

Requirement for telephone connection

Entertainment on board:

Entertainment preferences
(TV, music, games)

Other issues:

Availability of medical insurance

Need to be accompanied by interpreter, doctor, security guard

Special requirements
(e.g. smoking/non-smoking on board).

III. Contact details of responsible persons

Customer's contact person:

FULL NAME

Telephone Number

ATM JET contact person:

Name: Artem

Phone number: +971 (585) 940-11

IV. Documents

Copy of passport of leader and all passengers

Visas: Request for processing (if required)

Booking confirmation request (after aircraft selection)

ATM JET Invoice

This checklist will help you not to overlook important details when booking a private jet
for your executive and make your flight as comfortable as possible.