

**Flight Request / Confirmation**

Telephone: (08) 9240 8084. Facsimile: (08) 9240 8085

Request.

Company: Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­ Ph: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reason for Travel**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site Contact (Name and Phone)**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Form Filled Out By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE PRINT CLEARLY

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| --- | --- | --- | --- | --- | --- |
| **Name** | **Company** | **Or date last worked on the site** | **Travel Date** | **Depart & Arrival Point** | **Job No.** |
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1. Note: **FLIGHT REQUESTS MUST BE RECEIVED ON THE ABOVE FAX No. A MINIMUM OF 48hrs PRIOR TO THE INTENDED FLIGHT DATE.**

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**Confirmation** OFFICE USE ONLY **\*\*\*CHECK-IN 30 MINS PRIOR TO DEPARTURE TIME\*\*\***

**1. Your request will not be processed unless the requested Site contact name and phone number is inserted above.**

**2.** Dangerous goods carriers must have own dangerous goods documentation for transportation.

**Travel Requirements:**

**3. Failure to display your HUET card or authorised Exemption Form will result in your travel being refused.**

**4.** Personnel travelling by helicopter must wear long trousers, and fully enclosed non-slip footwear. Socks and long sleeved shirt with a collar are recommended. Maximum baggage = 10kg. Any excess baggage/freight requirements **must** also be booked in advance on a separate memo**. All toolboxes must travel as freight via Australian Air Express.**