



Authorization for Accessorial Charges

Valued Customer,

The managers and staff at Air Support, Inc. understand and support our customers need for authorizations on unexpected accessorial charges.

However, we want to clarify the term unexpected when it comes to accessorial or special charges.

Air Support, Inc. will call, e-mail, or fax you a “request for authorization” whenever there is a change in your order that will require additional accessorial charges. Whenever possible, we will request your authorization before the service is provided.

When your request for an order requires an accessorial such as a lift gate, convention, military, residential, inside or any other accessorial charge, we will consider that order as authorization in itself and will not request additional authorization.

For your convenience and review, we have attached a copy of our current accessorial charges.

We appreciate your business and hope this bulletin will help clarify and streamline order processing.

Thank you,

Air Support, Inc.