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Work Order for Aircraft Services

**Required data*

This form is to be completed before any work can begin on the aircraft. **Please be as detailed as possible.**
 Print or Type. Be sure to include billing information and approval signature for prompt service.

1) *Applicant Name:	4) *Phone:
2) *Address:	5) Fax:
3) *Contact:	6) Email:

Aircraft Information

7) *Manufacturer:	10) *Reg. No.:
8) *Model:	11) *Owner:
9) *Serial No.:	12) *Location of Work (physical location of aircraft to be inspected):

13) *Description of Work: (be as detailed as possible describing modification/repair needed (i.e., frame station, location of holes, type of antenna, scope of work requested))

14) *Associated Data (list all data you will be sending for this project (i.e., photos, SRM pages, drawings, STCs, etc.)):

<u>Schedule</u>			18) FAA ACO / MIDO / FSDO Inspector Contact (if applicable):
15) Today's Date:	16) Inspection Date:	17) *Completion Date:	

19) *Services Requested: (check all that apply)		20) Project Type: (check all that apply)	
DER Approval: (Applicant supplied Data)	<input type="checkbox"/>	FAA FORM 337	<input type="checkbox"/>
Drawing Data Creation:	<input type="checkbox"/>	COORD. FIELD APPROV.	<input type="checkbox"/>
Report Data Creation:	<input type="checkbox"/>	ONE TIME STC	<input type="checkbox"/>
Onsite Evaluation:	<input type="checkbox"/>	MULTIPLE STC	<input type="checkbox"/>
Project Management:	<input type="checkbox"/>	AMMEND STC#:	<input type="checkbox"/>

INTERNAL PROJECT SPECS

TCDS: _____
 Cert. Basis: _____
 Job No.: _____
 Est. Proj. Hrs: _____
 PCE: _____
 Due Date: _____
 Contract Work Req'd: _____
 Report Number: FW- _____ - _____

<u>Billing Information</u>	
21) * PO#: (or Verbal by)	22) *Approval: (Signature of person approving project)
_____	_____

Instructions for Completing WOFAS

1. Name of person or company contracting work – who we bill
2. Mailing address – if PO box also include street address for express delivery
3. Contact: person(s) who know details of the services requested; often manager and mechanic.
4. Phone #s of both normal contact and other contacts, cell phones, and extensions.
5. Fax number for contact.
6. Email address for contact
7. Manufacturer of aircraft being modified – as on current Type Certificate Data Sheet (preferable) or as on Data Plate, i.e. Twin Commander Aircraft Corp, not Rockwell.
8. Model number as on data plate – don't use the "sales" name or number, ie. "695A" not "jetprop 1000"
9. S/N from Data plate – for multiple STCs write MUTLIPLLE.
10. Tail Number – for multiple STCs write MUTLIPLLE.
11. Who owns the aircraft - as on the airworthiness certificate.
12. Where the aircraft is physically located for us to inspect, ie "Troutdale, hanger 2 -green, north end." If we need to visit, it is nice to find the aircraft.
13. Describe in detail the nature of the work you want us to perform. The more information you can supply, the less work we have to do – which saves you money.
14. If you are supplying any data, list it in detail here. Typically sketches, drawings, pictures, pages from structural repair manuals or maintenance manuals, other STCs, any data that you may be transmitting.
15. Today's Date.
16. Date of any planned inspections – such as date for IA to inspect modification, schedule for a DAR or DMIR to perform inspections. May also be FAA inspection by FSDO or MIDO.
17. When you need all the data approved by – be accurate and base on aircraft need. We may reject jobs if we can not meet your schedule.
18. Any FAA contact that is already involved in the project.
19. Please check all boxes that apply
 - a. – DERs approve data. Use this if you need an 8110-3. You must also have data to approve, either supplied by you or produced by us.
 - b. If you want us to create drawings, or convert your sketches into acceptable drawings, check the drawing data creation box.
 - c. If you need us to prepare engineering reports, test proposals, compliance data, etc., please check the box for report data creation.
 - d. If we need to visit the aircraft or site to document a repair, design a modification, or have a meeting, check the onsite evaluation box.
 - e. Project management includes compliance plans, checklists, coordination with the FAA, scheduling, arranging for other specialists, etc.
20. Check the intended project type.
21. Put the Purchase Order number in the box. If your company does not use POs, then write "Verbal by name"
22. Signature of authorized person for billing.