

## Pooleys Flight Booking System Initial Setup Questionnaire

Thank you for choosing the Pooleys Flight Booking system for your school.

In order to make the set up process as quick and seamless as possible, we would be grateful if you could complete the following questionnaire. This is free text so please provide as much information as possible.

Flying School name	
Main contact	
Address	
Pooleys account number	
Contact telephone number	
Email address	
Please attach your logo as PNG or JPG	Completed? Y/N
Hours of operation eg 0800 - 1800	
Preferred calendar slot increment	Please select 15 mins or 30 mins
Asset types – defaults are Aircraft, Briefing Room, Simulator – please add additional assets if necessary	
Licences/ratings offered	
Airfield ICAO	
Weather ICAO (if current airfield does not supply wx)	
School/Club Website URL (for when someone clicks on your logo)	
Please complete fleet and instructor details on page 2...	

**Fleet details:**

Asset type	Registration (if applicable)	Default Instructor (if applicable)	Hourly rate (£) (optional)	Certificate of Airworthiness Expiry Date	Radio Licence Expiry Date	ARC Expiry Date	Insurance Expiry Date

**Instructor details:**

Instructor's name	Ratings	Working hours (please advise variations for weekends or seasons)	Give permission to log in
			Y/N

Please return this completed form to [trade@pooleys.com](mailto:trade@pooleys.com)