

To: FBO Management
From: ExxonMobil Aviation
Date: 08-13-06

Total Pages: 1
Excel Order Form Attached

UPDATE: ORDERING SUPPLIES & PAPERWORK

The majority of the supplies and paperwork has been moved to the new vendor, counted and placed in inventory. They are now ready to accept orders for materials that are in inventory. If you do not have a PremierSpirit password, you may link to the on-line ordering system on the Airworld web site, or fax your order to 713-957-0918.

There are 4 ways to now place orders for supplies and paperwork.

ON-LINE WEB ORDERING

- ↔ Go to www.premierspirit.com and highlight the FBO Login page.
- ↔ Enter your PremierSpirit password.
- ↔ Link is provided on FBO Login page for ordering supplies and paperwork.
- ↔ Enter quantities of items required – note: if unit packaging of an item is listed by box, pad, or package, only order number of boxes, pads, or packages required – not total number of forms. *You will be able to determine if an item will be put on backorder by the quantity in stock that is listed beside the stock code number.*
- ↔ Add items to order.
- ↔ Proceed to shipping and manually enter information – including your email address.
- ↔ Send order – you will be given an order number in red.
- ↔ Orders are automatically submitted into the system.
- ↔ Allow 48 hours for shipments to be processed.
- ↔ After 48 hours you can track your order by highlighting the “Order Tracking” button, highlight order number and enter your order number in the box. Highlight the UPS tracking number that will show on your screen and it takes you directly to UPS tracking for your package.

OR

- ↔ Go to www.airworld.com
- ↔ Enter your login.
- ↔ Follow the above instructions for on-line ordering..

OR

FAX YOUR ORDER FORM TO 713-957-0918

OR

CALL 1-800-324-0759

EXXONMOBIL FBO ORDER FORM

Order On-Line

www.premierspirit.com

FBO Login Page

Airworld web site

Fax 713-957-0918

Stock Number	Description	Qty Ordered
FBO-077 0279B	FUELING VEHICLE CHECKS - PAD 25	
FBO-077 0280B	FUEL FACILITY CHECK - PAD 25	
FBO-14121401	AVIATION CARD GUIDES - MARCH 2006	
FBO-200 0002B	AIRWORLD BROWN TICKET RTN ENV PK 50	
FBO-200 0003B	INVOICE ENVELOPES - CTN 900	
FBO-200 0004B	FIM REMITTANCE ENVELOPES - BOX 500	
FBO-200 0011 8/5	AIRWORLD AIR CTR #10 ENV - BOX 500	
FBO-200 0081	APPLICATION HOLDERS - QTY 1	
FBO-200 9999	TRANSMITTALS - PACK OF 50	
FBO-202 COO39T	THERMAL PRINTER ROLLS - CTN 72	
FBO-415 0010	BILL OF LADING - PACK OF 100	
FBO-942 0122WES	AVIATION PROD DEL LOG WEST PETR 100	
FBO-942 0467	FIXED INSPECTION SCHEDULE PACK 100	
FBO-942 0468	MOBILE INSPECTION SCHEDULE PACK 100	
FBO-942 0469	DOE INSPECTION SCHEDULE - PACK 100	
FBO-945 0222B	DELIVERY TICKET/INVOICE - PACK 100	
FBO-946 0559	AVIATION CREDIT SALES TICKET PK 100	
FBO-946 1642	ELECTRONIC TICKETS - PACK 100	
FBO-946 1699	AVIATION FUEL INVENTORY - PAD 25	
FBO-946 1846	STORE REPLACEMENT TICKET - PAD 25	
FBO-948 0023E	AIRCRAFT SERVICE FORMS - PACK 50	
FBO-948 0099B	PRODUCT RECEIPT RECORD - PAD 25	
FBO-967 AN-4/05	AIRWORLD CARD APPLICATION - PACK 25	
AVI-800 8003	AIRWORD WEBSITE MERCHANT GUIDE	
FBO-5542 BRC	EM BUSINESS CREDIT APPLICATIONS - PK 25	
FBO-5552 CON	CONSUMER APPLICATIONS - PACK 50	
FBO-EMFLEET	EM FLEET CREDIT APPLICATIONS - PACK 50	
FBO-P+ APP	PILOTS+ APPLICATION (1)	
FBO-POS STICK	POS INFO STICKERS - 3 PER SHEET	

Shipping Information - Please Print Information

Contact	
Company Name	
Address	
City/State/Zip	
Phone Number	
Email Address	
PremierSpirit Login	Please enter your PremierSpirit Login ID Number - PS _____

REVISED 8/13/06

FAX YOUR ORDER FORM TO 713-957-0918