

Service Agreement

This **Contract for Forwarding Services** ("Agreement") is made and entered into as of **[Date]** by and between Skymates Inc. (Dbá Skymates Flight Academy) ("Service Provider"), a Texas Corporation, and **[Customer's Full Legal Name]** ("Customer").

1. Services Provided

Service Provider agrees to provide mail processing services for FAA-related mail sent to Skymates Inc on behalf of the Customer. Services will include:

- Receiving all FAA-related mail sent to the Customer's address at our address.
- Opening the mail to inspect the contents.
- Scanning the contents in a clear, legible format.
- Forwarding scanned documents to the Customer's designated email address. Additional fees may apply.
- Forwarding physical documents to the Customer's designated physical overseas mailing address, if needed. Additional fees may apply.

2. Term of Agreement

This Agreement will commence on **[Start Date]** and will remain in effect until terminated by either party under the terms outlined in Section 9 of this Agreement.

3. Fees and Payment Terms

- **Service Fees:** The Customer agrees to pay **\$75 per year plus the cost for each forwarded document depending on the type of service that is chosen** for the services provided under this Agreement. Additional fees may apply for any special handling or expedited requests.
- **Payment Schedule:** Payments are due prior to the service start date and, if not terminated, every 12 months thereafter.
- **Late Payment:** Any payment not received within **10 days** of the service start date, the agreement will be terminated and no services are being rendered.

4. Customer Responsibilities

- **Provision of Contact Information:** The Customer agrees to provide the Service Provider with an up-to-date email address for the timely delivery of scanned mail and a current physical mailing address to forward physical mail.
- **Authorization:** Customer acknowledges and authorizes Service Provider to open, inspect, scan, email and forward any FAA-related mail received on their behalf.
- **Compliance with Regulations:** Customer warrants that their receipt of FAA-related mail at faamailforwarding.com complies with all applicable regulations.

5. Confidentiality

Service Provider will treat all Customer mail as confidential and will not disclose any information contained in the mail to third parties except as required by law or with written consent from the Customer.

6. Liability and Indemnification

- **Limitation of Liability:** Service Provider's liability for any claim arising from this Agreement, regardless of the cause, is limited to the amount paid by the Customer for the one-year service amount rendered.
- **Indemnification:** Customer agrees to indemnify and hold harmless Service Provider from any claims, liabilities, losses, or damages arising from Customer's receipt, non-receipt or use of FAA mail.

7. Disclaimer of Warranties

Service Provider provides services "as-is" and disclaims all warranties, express or implied, including but not limited to merchantability, fitness for a particular purpose, or non-infringement.

8. Intellectual Property

Any documents scanned and forwarded remain the property of the Customer, and Service Provider shall have no ownership rights to these documents.

9. Termination

- **Termination by Either Party:** Either party may terminate this Agreement by providing **30 days' written notice** prior to annual renewal of the service.
- **Immediate Termination:** Service Provider may terminate this Agreement immediately if the Customer fails to comply with payment terms or violates any terms within this Agreement.

10. Miscellaneous

- **Governing Law:** This Agreement will be governed by the laws of **the State of Texas, United States of America.**
- **Entire Agreement:** This Agreement constitutes the entire agreement between the parties concerning the subject matter hereof and supersedes any prior agreements or understandings.
- **Modification:** Any modifications to this Agreement must be made in writing and signed by both parties.