

Cape Ann Marine Sales & Service, Inc. DE-COMMISSIONING REQUEST FORM 2009/2010 (978) 283 - 0806

Customer Name: _____ Storing in the Yard?* _____ Yes _____ No
 Work/Cell Number: _____ Boat Name: _____ Slip#: _____
 Email: _____ Boat Make: _____ Boat Length Overall: _____ Beam: _____
 Key Location/Combo: _____ Approximate Fall Haul Date: _____
 *Make sure additional paperwork is completed for hauling and storage.

DE-COMMISSIONING REQUESTS

Winter Shrinkwrapping			Boat Winterization			Notes
Prices include - Disassemble of frame & recycling of film in spring						
Power Boats/Sail Boats with Mast on Deck			Gensets with oil change			
_____	5001	Up to 20'	\$12.25/lin.ft.	_____	5027	\$90.00 per hr. plus materials
_____	5002	21' to 28'	\$15.25/lin.ft.	Fresh & Raw Water Pumps & Line - Drain tank (including wipers and hot water heaters)		
_____	5003	29' to 32'	\$16.25/lin.ft.	_____	5025	\$90.00 per hr. plus materials
_____	5004	33' to 40'	\$18.25/lin.ft.	Winterize Head		
_____	5005	41' and up	Quote Pricing	_____	2361	\$90.00 per hr. plus materials
Outriggers and Multiple Antennas additional \$50 fee						
Sail Boat with Mast up - NOT RECOMMENDED			Winterize A/C			
_____	5001	Up to 20'	\$12.25/lin.ft.	_____	5028	\$90.00 per hr. plus materials
_____	mu21-28	21' to 28'	\$16.25/lin.ft.	Winterize Ice Maker		
_____	mu 29-32	29' to 32'	\$17.25/lin.ft.	_____	2350	\$90.00 per hr. plus materials
_____	mu 33-40	33' to 40'	\$19.25/lin.ft.	Battery Removal (Customer to pickup)		
_____	5005	41' and up	Quote Pricing	Yes or No	7008	\$90.00 per hr. plus materials
Extras:			Battery Storage - Removal and Storage			
_____	Access Doors		\$41.50 each	_____	5021-5024	up to Group 27 \$15.00 per Winter Season ea.
_____	Vents		\$2.50 each	_____	4D	\$30.00 per Winter Season ea.
_____	Midew Boxes		\$15.00/box includes 2 bags	* Batteries not picked up by 12/31 will be charged the seasonal storage fee.		
_____	Canvas and/or Eisenglass:		\$60.00/hour			
remove and store inside boat						

Motor Winterization

Outboards - 2-Stroke (per motor)			Diesel Inboards with oil change			
_____	5011	1-90 HP	\$90.00 plus materials	_____	5017	1-4 cylinders \$270.00 plus materials
_____	5012	100HP and up	\$135.00 plus materials	_____	5018	6 cylinders and up \$90.00 per hr. plus materials
4 Stroke Outboards - includes oil change (per motor)			Gas inboards with oil change			
_____	5013	up to 50HP	\$135.00 plus materials	_____	5019	Single \$270.00 plus materials
_____	5014	60 HP and up	\$180.00 plus materials	_____	2020	Double \$360.00 plus materials
Inboard/Outboards with oil change			Add Fuel Stabilizer to tank: Yes or No			
_____	5015	Single	\$360.00 plus materials	Stern Drive Service & Storage		
_____	5016	Double	\$520.00 plus materials	Call for options and Pricing		

All additional requests must be in writing to the Service Department below or by fax or e-mail service@capeannmarina.com.

Use the back of this page to continue...

OWNER'S RESPONSIBILITY – All boat heads and holding tanks MUST be pumped out at Fuel Dock prior to haul or arrival.
 The rate is \$90.00/hour/per man if done by us.

All Rates are subject to change prior to notice. Environmental Charge on 1.5% on all Workorders and Contracts.

All Boats must be insured. A current Certificate of Insurance is required.

Winter Work Requests: Requests for system or structural upgrades prior to Spring Launch are due January 1st.

All de-commissioning work takes precedent on additional winter work requests.

After work has been done and you have been notified, you will have four (4) days to remove your boat from our yard or a flat rate of \$20.00/day Lay Days will be charged until the boat is removed. We are not responsible for batteries not being picked up 1 week after completion of job.

In order to process your requests, we must receive ALL REQUIRED PAPERWORK at the same time. This includes:

_____ De-Commissioning Request _____ Haul Request _____ Credit Card Authorization _____ Insurance Certificate _____ Storage Contract

All old balances paid in full. And KEYS or COMBO provided. (This form must be completed 30 days prior to work requested.)

SIGN
HERE!

Customer Signature: _____ Date: _____

By signing this form, I also agree to the Service Work Policies (separate sheet). This form does not constitute a Work Order! And needs approval from the GM.

Thank you for choosing us for your Marine Service Work and/or Storage.

SERVICE RULES AND REGULATIONS

For storage rules and regulations, please refer to the storage contract.

- No new work, picking up, hauling, or launching will be performed unless customer's account is paid in FULL; this also includes customers that have a storage contract with Cape Ann Marina.
- A completed, signed work order or seasonal request with boat information, along with detailed description of work requested and provision of keys or combo is required prior to job scheduling or commencement. Service requests will not be entered into the schedule if any of this information is missing.
- Customers can pick up boats anytime before 8pm provided their payment is in full and with permission of Service Manager or GM.
- **Storage service work fees:** Boats dropped off for service without appointments are subject to the Daily Yard Storage Fee. Boats without wet or dry storage contracts must be removed from the premises no longer than 4 business days following notification of job completion. Daily Yard Storage fees: 19' and under is \$5/day. 20' and up is \$10/day. Once you are notified of job completion, you must pick up your batteries within one week, or we are no longer responsible. **Batteries** not picked up by December 31st will be charged the Battery Storage fees.
- **Trailers and keys** must be labeled with customer name, including boat name, on tongue of trailer and tag of keys.
- Cape Ann Marine is not responsible for damage caused to boat owners property due to poor trailer adjustment - i.e. tongue weight, bunks, rollers, etc. Cape Ann Marine is not responsible for proper tie down upon completion of work, and customer pick up. Please check your tie downs, lights, and brakes!
- Labor performed at Cape Ann Marine must meet or exceed ABYC standards. ABYC non-compliance is grounds for job refusal.
- Hazardous spills need to be reported immediately. Spills must be cleaned up at owner's expense.
- A 1.5% Environmental Fee will be assessed to all work orders.
- **Payment Policy:** Jobs that exceed \$500 will require an initial deposit and will be subject to partial billing prior to launch or job completion.
 - Special orders for parts that exceed \$100 require an initial 25% deposit. A 15% restocking fee will be assessed for any returned or refused special orders, in addition to the restocking fee of the supplier.
 - A credit card authorization form needs to be filled out upon request for certain service requests.
 - All payments are due upon receipt. Statements are sent monthly. Balances of a \$1.50 or more that are over 30 days are assessed a finance charge of 1.5%/ month (18%/year). All legal and collection fees are the responsibility of the property owner. Any questions concerning billing must be brought to the management's attention within 10 days of receipt of the bill.

WAIVER OF ANY CONDITIONS BY THE MARINA SHALL NOT BE A CONTINUING WAIVER

SIGN HERE

Customer Signature: _____ Date: _____