



# COMMISIONING REQUEST 2017

Sign and Submit 30 days prior to requested completion date. Request dates are not guaranteed.

Date: \_\_\_\_\_ Launch/Completion date requested: \_\_\_\_\_

Owner: \_\_\_\_\_ Vessel Make and/or Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Bottom Paint Spring Special Only!**  
If we paint your bottom (boats up to 25') We will launch it for only an additional \$60.

I am launching my vessel at CAM and have completed a launch request form.  I trailer my boat.

**\*\*KEY LOCATION:** \_\_\_\_\_ or **Lock Combo:** \_\_\_\_\_

\*Failure to note key location may result in delay in service.

**Shrink Wrap Removal Date:** \_\_\_\_\_ **Note: Only Cape Ann Marine can remove shrink wrap.**

\*No fee if wrapped by CAMSS. All Shrinkwrap will be removed by May 26<sup>nd</sup>, unless prior arrangements have been made.

Yes  No

**Bottom Paint:** Tape waterline, and paint.

Specify Brand if desired \_\_\_\_\_ Color \_\_\_\_\_

Yes  No

**Clean and Wax Hull:** Waterline to Rub Rail.

Yes  No

**Compound and Wax Hull:** Waterline to Rub Rail.

Yes  No

**Wash Boat Decks:** Deck surfaces

Yes  No

**Fresh & Raw Water Systems:** Connect plumbing. Flush and fill water tank(s).

Pressurize systems. Test all water pumps including live well and wash down pumps.

Reconnect and test hot water heater, head system and A/C units as applicable. Check for leaks.

Yes  No

**Zincs:** replace as needed  Externals: shaft, rudder, trim tab zincs **and/or**

Internals: closed cooling zincs

Yes  No

**Basic Boat Commissioning:**

Load test, charge, and install batteries as needed. Clean and service battery leads and hold downs.

Inspect engine, belts, hoses and wires. Check fluids and fill as needed. Change low pressure and

water separating fuel filters and prime with fresh fuel. Check fuel filter sample for water/debris. Test

run engine(s), and verify proper function of steering and controls. Verify operation of navigation lights

and bilge pumps. Commission generator in same manner if equipped. Install stern drive if applicable.

Provisions for additional service recommendations as needed.

**OR**

Yes  No

**Boat Commissioning with Engine Tune Up:** Includes all of the above plus services outlined in manufacturers owners manual i.e. water pump service, spark plugs, thermostats, distributor caps, rotors and stern drive service as applicable. Tune up service is generally recommended at 200-300 hour intervals, or after 2-3 years since last performed.

Yes  No

**Will you be storing your trailer with us for the summer?** Flat fee of \$500 will be billed.

**Bottom Painting**  
Up to 25' \$11/ft + paint & materials  
26'- 40' \$13/ft + paint & materials  
45' + up \$15/ft + paint & materials  
**Hull Wash & Wax**  
Up to 25' \$11/ft + materials  
26'- 40' \$13/ft + materials  
45' + up \$15/ft + materials  
**Deck Wash**  
Up to 19' \$80  
20' - 25' \$125  
26' and up - call for pricing

**ADDITIONAL REQUESTS:** Call: (978)283-0806 or e-mail: Service@capeannmarina.com

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*By signing this form, I agree and understand the policies and procedures outlined above and on the back or page 2 of this document.*

## Cape Ann Marine Sales & Service POLICIES for all Service Work.

- **No new work, 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. Full remittance of all balances must be paid prior to taking boat from marina lot or docks.**
- A completed, signed work order or seasonal commissioning or de-commissioning checklist with customer and boat information along with a detailed description of work requested and provision of keys and or combo is required prior to job scheduling or commencement. Service requests will not be entered on to the schedule if any of this information is missing.
- **Owner is responsible for: drain plugs, opening thru-hull fittings, bilge pump and battery operation.**
- **Storage Fees** Boats that are dropped off for Service, without an appointment 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: up to 30' trailer is \$35.00/day, additional rate for over 30'.
- Trailers must be picked up after launching within 2 days, or daily storage fee will be charged. Customers who want to pick up boats or trailers after hours can do so **anytime before 8 p.m.** providing that payment is made in full prior to pick up.
- All trailers brought to yard must be labeled with customer name and vessel name on tongue. Failure to do so may result in a delay in service.
- Cape Ann Marine is not responsible for damage caused to boat, motor or trailer due to poor trailer adjustment i.e. improper tongue weight. Cape Ann Marine is not responsible for proper tie down upon completion of work, and customer pick up.
- Cape Ann Marine will provide for disposal of waste engine oil during normal business hours as long as the oil was purchased from our Ship's Store. Any persons caught leaving containers of waste oil on the grounds unattended will be subject to a fine and reported to Clean Harbors. This will also apply to any inappropriate disposal of hazardous materials on site.
- Labor performed at Cape Ann Marina must meet or exceed ABYC standards. ABYC non-compliance is grounds for job refusal.
- Weather Related Damage - Cape Ann Marine is not responsible for damage caused to boats or trailers caused by acts of nature. We are also not responsible for damage caused to boats or trailers in our yard by other patron's or visitors.
- A 1.75% Environmental Fee will be assessed to all work.
- By law, hazardous spills need to be reported immediately. Spills must be cleaned at owner's expense.
- Jobs that exceed \$500.00 may require an initial deposit and be may subject to partial billing prior to job completion.
- Special orders for parts that exceed \$100.00 require an initial 25% deposit. A 15% restocking fee will be assessed for any returned or refused special orders.
- By signing this document (on front side), you are agreeing to the above policies.

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PRINT Name

Signature

Date