

# DE-COMMISSIONING REQUEST FORM 2020 - 2021

(978) 283-0806 Email: service@capeannmarina.com



Customer Name: \_\_\_\_\_

Boat Name: \_\_\_\_\_ Slip#: \_\_\_\_\_

Work/Cell Number: \_\_\_\_\_

Boat Make: \_\_\_\_\_ On a Trailer? Y/N \_\_\_\_\_

Email: \_\_\_\_\_

Key Location/Combo: \_\_\_\_\_

**\*Make sure additional forms are completed for hauling and storage.**  
Additional fees apply for the yard storage, pickup, drop off and lay days.

**ALL SERVICE REQUESTS WILL NOT BE SCHEDULED UNLESS KEYS OR COMBO ARE PROVIDED. ALL REQUESTS NEED TO BE IN WRITING HERE OR VIA EMAIL TO SERVICE@CAPEANNMARINA.COM**

**CHECK ALL BOXES THAT APPLY TO YOUR REQUEST:**

**Hauling from the water** Approximate Fall Haul Date: \_\_\_\_\_

<input type="checkbox"/>	4997	Haul for Storage & Service
<input type="checkbox"/>	4998	Haul for Storage Only
<input type="checkbox"/>	4999	Haul, place on trailer and leave

**Circle all that apply:**

Storing in the Yard    Picking up    CAMSS Pick up    CAMSS Delivering  
Haul Request Completed    Storage Agreement Completed

**Winter Shrinkwrapping**

**Our rates include removal, disassembly of framing, strapping and recycling of wrap in the Spring  
ALL CANVAS MUST BE REMOVED BY OWNER PRIOR TO WORK TO BEGIN**

Power Boats/Sail Boats with Mast on Deck			
<input type="checkbox"/>	5001	Up to 20'	\$13.00/lin.ft. LOA + vents
<input type="checkbox"/>	5002	21' to 28'	\$17.00/lin.ft. LOA + vents
<input type="checkbox"/>	5003	29' to 32'	\$18.00/lin.ft. LOA + vents
<input type="checkbox"/>	5004	33' to 40'    Outriggers and Multiple Antennas additional \$50 fee	\$19.00/lin.ft. LOA + vents
<input type="checkbox"/>	5005	41' and up    Outriggers and Multiple Antennas additional \$50 fee	Quote Pricing
<input type="checkbox"/>		Catamaran	Quote Pricing

Sail Boat with Mast up - NOT RECOMMENDED			
<input type="checkbox"/>	5006	Up to 20'	\$13.00/lin.ft. LOA + vents
<input type="checkbox"/>	5007	21' to 28'	\$17.00/lin.ft. LOA + vents
<input type="checkbox"/>	5008	29' to 32'	\$18.00/lin.ft. LOA + vents
<input type="checkbox"/>	5009	33' to 40'	\$20.00/lin.ft. LOA + vents
<input type="checkbox"/>	5010	41' and up	Quote Pricing

Extras:			
<input type="checkbox"/>		Access Doors	\$41.50 each
<input type="checkbox"/>		Mildew Boxes	\$15.00/box includes 2 bags
<input type="checkbox"/>		Additional support required for shrinkwrap	\$65/hr with 1/2 hr min.

Outboards			
Outboard engine winterization includes oil change (except 2-stroke outboards), lower unit gear oil change, grease points and propeller shaft lubrication, fresh water flush and run on remote fuel tank with winter fuel mixture. <b>We do not change fuel filters at decommissioning unless requested.</b>			
<input type="checkbox"/>	5011	2-Stroke Outboards 1-99 HP	\$125.00 plus materials
<input type="checkbox"/>	5012	2-Stroke Outboards 100 HP and up	\$190.00 plus materials
<input type="checkbox"/>	5013	4 Stroke Outboards Up to 70 HP	\$125.00 plus materials
<input type="checkbox"/>	5014	4 Stroke Outboards 71 HP and 199 HP	\$190.00 plus materials
<input type="checkbox"/>	5400	4 Stroke Outboards 200 HP -300 HP	\$250.00 plus materials
<input type="checkbox"/>	5401	4 Stroke Outboards 301 and up	\$375.00 plus materials

Engines: Inboard and Stern Drives Engines			
<input type="checkbox"/>	5015	Single Inboard/Outboards with oil change	\$500.00 plus materials
<input type="checkbox"/>	5016	Double Inboard/Outboards with oil change	\$750.00 plus materials
<input type="checkbox"/>	5026	Remove & Store sterndrive(s)	\$125.00 each
<input type="checkbox"/>	5017	1-4 cylinders Diesel Inboards with oil change	\$375.00 plus materials
<input type="checkbox"/>	5018	6 cylinders and up Diesel Inboards with oil change	\$125.00 per hr. plus materials
<input type="checkbox"/>	5019	Gas Inboards with oil change Single	\$375.00 plus materials
<input type="checkbox"/>	5020	Gas Inboards with oil change Double	\$500.00 plus materials
<input type="checkbox"/>	6901	Transmissions with oil change	\$125.00 per hr. plus materials

Gensets			
<input type="checkbox"/>	5027	Gensets with oil change	\$125.00 per hr. plus materials

Batteries			
<b>Batteries must be picked up with in two (2) weeks of removal. Storage charges will apply after two (2) weeks.</b>			
<input type="checkbox"/>	7010	Remove batteries for customer pickup	\$125.00 per hr. plus materials
<input type="checkbox"/>	7009	Do not touch batteries	
<input type="checkbox"/>	7008	Disconnect Batteries, zip tie positive and negative leads separately	
<input type="checkbox"/>	5021-5024	Remove batteries, service & store up to group 31	\$125.00 per hr. plus materials \$30.00 per winter season ea.

**Note: Cape Ann Marine is not responsible for batteries removed and left on customer pickup shelf.**

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Propellers		
<input type="checkbox"/>		Boats with Outboards and Stern drives leaving yard - Propellers are removed, shafts greased and re-installed.
<input type="checkbox"/>		Boats with Outboards and Stern drives storing at CAM - Propellers will be removed and stowed on board boat.
<input type="checkbox"/>	1203	Winter Propeller reconditioning (3 blade props) Prices are approximate \$61.00- \$91.00 aluminum props, \$240.00 stainless propellers

Fresh and Raw Water Systems		
<input type="checkbox"/>	5025	Fresh & Raw Water Pumps & Lines- Drain Water Tank.Includes bait well and wash down/shower pumps. Bypass and drain hot water heater as equipped, winterize windshield lines as equipped. \$125.00 per hr. plus materials
<input type="checkbox"/>	2361	Winterize Head System and shower sumps as equipped \$125.00 per hr. plus materials
<input type="checkbox"/>	5028	Winterize A/C \$125.00 per hr. plus materials
<input type="checkbox"/>	2350	Winterize Ice Maker \$125.00 per hr. plus materials

Additional Notes...

Winter work 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.

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**OWNER'S RESPONSIBILITY - Boat heads and holding tanks not pumped out prior to delivery will be subject to \$250 flat fee if pumped by Cape Ann Marine Sales & Service. Owner is responsible for verifying that all hull drain plugs are removed, especially those in irregular locations. All canvas is removed by owner.**

All Rates are subject to change prior to notice. An Environmental Charge of 1.75% will be added on Workorders and Storage Agreements

All Boats must be insured. A current Certificate of Insurance on file is required as indicated on the Insurance Requirements Form.

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 Agreement

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

**SERVICE RULES AND REGULATIONS - refer to Cape Ann Marina Rules and Regulations document in regards to storage.**

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 Agreement 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.
- Boats dropped off for service without appointments are subject to the Daily Yard Storage Fee (see below). Boats without wet or dry storage contracts must be removed from the premises no longer than 10 days following notification of job completion.
- 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 any canvas or batteries left after 12/31/19
- 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.
- 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. No returns on electrical parts.
- 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** For storage rules and regulations, please refer to the Storage Agreement.

After work has been done and you have been notified, you will have ten (10) 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. \_\_\_\_\_ (initial) INITIAL

Cape Ann Marine is not responsible for damage caused to boat owners property due to poor condition or 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! We reserve the right to charge labor if tires need air and adjustments need to be made: \_\_\_\_\_ (initial) INITIAL

SIGN HERE!

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This form does not constitute a Work Order! And needs approval from the Service Manager or Management.**