

WINTER WORK REQUEST FORM 2025-2026



Customer Number if known: _____

Customer Name: _____

DATE RECEIVED: _____

Work/Cell Number: _____ Boat Name: _____

Email: _____ Boat Make/Model/Year: _____ Engine(s)/Make?HP: _____

Winter Storage Location: _____ On a trailer? Y/N _____ Key Location/Combo: _____

All projects must be confirmed via email with the Service Coordinator prior to December 1st for spring completion.

Winter is the best time to prepare your boat for the next boating season! We attempt to schedule "non-seasonal" work in the fall to help prevent backup in the spring. If you have a project in addition to routine maintenance, would like new electronics, steering upgrade, or are considering repowering, now is the best time to inquire.

Please indicated below with an "X" any services you are interested in having done this winter.

<input type="checkbox"/> RE-POWER ENGINE(S)	Outboards: <input type="checkbox"/> Suzuki <input type="checkbox"/> Yamaha <input type="checkbox"/> Diesel: Cummins	
<input type="checkbox"/> NEW / UPGRADE ELECTRONICS	We are an authorized dealer for SIMRAD, FUSION, SIREN MARINE and others, inquire within	
"X" what you are interested in: <input type="checkbox"/> fish finder <input type="checkbox"/> navigation system <input type="checkbox"/> Siren Marine (boat & systems remote monitoring) <input type="checkbox"/> automatic identification system		
<input type="checkbox"/> VHF radio <input type="checkbox"/> speakers <input type="checkbox"/> AM/FM Bluetooth system <input type="checkbox"/> underwater lights <input type="checkbox"/> gunwale lights <input type="checkbox"/> overhead lights <input type="checkbox"/> navigation lights <input type="checkbox"/> digital controls		
<input type="checkbox"/> REFERRAL TO NAVTRONICS		
<input type="checkbox"/> STEERING SYSTEM	<input type="checkbox"/> FUEL SYSTEM SERVICE	<input type="checkbox"/> TRAILER SERVICE
<input type="checkbox"/> PAINT & FIBERGLASS		
"X" what you are interested in: <input type="checkbox"/> gel-coat repairs <input type="checkbox"/> fiberglass repairs <input type="checkbox"/> new boat bottom		
<input type="checkbox"/> re-setting windows/hatches	<input type="checkbox"/> new lettering prep	<input type="checkbox"/> interior/exterior detailing

REQUESTS...

An Environmental Charge of 3% will be added on Workorders and Storage Agreements
All Boats must be insured. A current Certificate of Insurance on file as it states on our Insurance Requirements Form.

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

- No new work, picking up, dropping off unless customer's account is paid in FULL; this also includes customers that have a Storage Agreement with CAM.
- 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.
- 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.
- 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 needs to be scanned into our system or a deposit 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 \$2/per foot/per day, will be charged until the boat is removed. (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)

SIGN HERE!

Customer Signature: _____ Date: _____

THIS DOES NOT CONSTITUTE A WORK ORDER - ALL WORK MUST BE APPROVED BY SERVICE DEPARTMENT