

DE-COMMISSIONING REQUEST FORM 2026 - 2027

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



Customer Name: _____ Key Location: _____ Slip#: _____

Boat Name: _____ Boat Make: _____ On a Trailer? Y/N _____

Email: _____ Work/Cell Number: _____

***Make sure additional forms are completed for hauling and storage.**

Additional fees apply for the yard storage, pickup, drop off and lay days.

CHECK ALL BOXES THAT APPLY TO YOUR REQUEST:

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

Hauling from the water Estimated haul date:

☐	4997	Haul for Storage & Service
☐	4998	Haul for Storage Only
☐	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, See rules and fees below*

Power Boats/Sail Boats with Mast on Deck			
☐	5001	Up to 20'	\$22.50/lin.ft. LOA + vents
☐	5002	21' to 28'	\$26.75/lin.ft. LOA + vents
☐	5003	29' to 32'	\$28.00/lin.ft. LOA + vents
☐	5004	33' to 40' Outriggers and Multiple Antennas additional \$50 fee	\$30.00/lin.ft. LOA + vents
☐	5005	41' and up Outriggers and Multiple Antennas additional \$50 fee	Quote Pricing
☐		Catamaran	Quote Pricing

Sail Boat with Mast up - NOT RECOMMENDED			
☐	5006	Up to 20'	\$22.50/lin.ft. LOA + vents
☐	5007	21' to 28'	\$26.75/lin.ft. LOA + vents
☐	5008	29' to 32'	\$28.00/lin.ft. LOA + vents
☐	5009	33' to 40'	\$30.00/lin.ft. LOA + vents
☐	5010	41' and up	Quote Pricing

Extras:			
☐		Access Doors	\$50.00 each
☐		Mildew Boxes	\$22.25/box includes 2 bags
☐		Additional support required for shrinkwrap	\$100/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. We do not change fuel filters at decommissioning unless requested.			
☐	5011	2-Stroke Outboards 1-99 HP	\$200.00 per motor plus materials
☐	5012	2-Stroke Outboards 100 HP and up	\$300.00 per motor plus materials
☐	5013	4 Stroke Outboards Up to 70 HP	\$200.00 per motor plus materials
☐	5014	4 Stroke Outboards 71 HP and 199 HP	\$300.00 per motor plus materials
☐	5400	4 Stroke Outboards 200 HP -300 HP	\$400.00 per motor plus materials
☐	5401	4 Stroke Outboards 301 and up	\$600.00 per motor plus materials

Engines: Inboard and Stern Drives Engines			
☐	5015	Single Inboard/Outboards with oil change	\$800.00 plus materials
☐	5016	Double Inboard/Outboards with oil change	\$1200.00 plus materials
☐	5026	Mercury Water Pump Service	\$200.00 per hr. plus materials
☐	5017	1-4 cylinders Diesel Inboards with oil change	\$600.00 plus materials
☐	5018	6 cylinders and up Diesel Inboards with oil change	\$200.00 per hr. plus materials
☐	5019	Gas Inboards with oil change Single	\$500.00 plus materials
☐	5020	Gas Inboards with oil change Double	\$800.00 plus materials
☐	6901	Transmissions with oil change	\$200.00 per hr. plus materials

Gensets			
☐	5027	Gensets with oil change	\$200.00 per hr. plus materials

Batteries			
Batteries must be picked up with in two (2) weeks of removal. Storage charges will apply after two (2) weeks. CAM is not responsible for batteries removed and left on customer pickup shelf.			
☐	7010	Remove batteries for customer pickup	\$200.00 per hr. plus materials
☐	7009	Do not touch batteries	
☐	7008	Disconnect Batteries, zip tie positive and negative leads separately	
☐	5021-5024	Remove batteries, service & store up to group 31	\$200.00 per hr. plus materials \$44.40 per winter season ea.

Propellers		
☐		Boats with Outboards and Stern drives leaving yard - Propellers are removed, shafts greased and re-installed.
☐		Boats with Outboards and Stern drives storing at CAM - Propellers will be removed and stowed on board boat.
☐	1203	Winter Propeller reconditioning (3 blade) Prices are estimates only, subject to vendor pricing. \$125 - \$145.00 aluminum, \$320 - \$375 stainless.

Fresh and Raw Water Systems		
☐	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. \$200.00 per hr. plus materials
☐	2361	Winterize Head System and shower sumps as equipped \$200.00 per hr. plus materials
☐	5028	Winterize A/C \$200.00 per hr. plus materials
☐	2350	Winterize Ice Maker \$200.00 per hr. plus materials

Additional Notes...

Winter work requests for system or structural upgrades prior to Spring Launch are due December 1st.
All de-commissioning work takes precedent on additional Winter Work Requests.

All rates are subject to change prior to notice.

An Environmental Charge of 3% will be added on Workorders and Storage Agreements

All boats must be insured with current Certificate of Insurance as indicated on the Insurance Requirements Form & copy of boat registration/documents

OWNER'S RESPONSIBILITY - Boat heads and holding tanks not pumped out prior to delivery will be subject to \$350 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 to be removed by owner (see below*) _____(initial)

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.
- All batteries removed by Cape Ann Marine, not being stored on the property, must be picked up from no more than 3 days after the initial removal of the batteries.
- * All canvas must be removed prior to work by Cape Ann Marine. If canvas removal is required, the general yard rate will be charged, and the vessel owner has 3 days to pick up the canvas if it can't be stored on the boat. Cape Ann Marine is not responsible for weak snaps and zippers upon removal. _____(initial)
Cape Ann Marine is not responsible for any canvas or batteries left after 12/31/26
- 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.
- All payments are due upon receipt. Statements are sent monthly. All charges unpaid after 30 days are subject to 1½% per month and must be paid before removing vessel from the yard or water. After 60 days, the interest rate will increase to 6.75%. All attorneys fees and costs 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.

DAILY YARD STORAGE FEE

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 \$1/per foot/per day with a minimum of a flat \$20/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)

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

☐ De-Commissioning Request ☐ Haul Request ☐ Balances paid ☐ Insurance Certificate ☐ Storage Agreement ☐ Boat Registration, Documents

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

SIGN HERE!

Customer Signature: _____ Date: _____

75 Essex Ave, Gloucester, MA 01930

www.CapeAnnMarine.com

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