



# Cape Ann Marine Sales & Service

## DE-COMMISSIONING REQUEST FORM

2011-2012  
(978) 283 - 0806

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

Storing in the Yard?\* \_\_\_\_\_ Yes \_\_\_\_\_ No

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

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

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

Boat Make: \_\_\_\_\_

Key Location/Combo: \_\_\_\_\_ Approximate Fall Haul Date: \_\_\_\_\_

\*Make sure additional paperwork is completed for hauling and storage.

### DE-COMMISSIONING REQUESTS

#### Winter Shrinkwrapping Prices include - Disassembly of frame & recycling of film in spring

Power Boats/Sail Boats with Mast on Deck			
<input type="checkbox"/>	5001	Up to 20'	\$12.25/lin.ft. LOA + vents
<input type="checkbox"/>	5002	21' to 28'	\$15.25/lin.ft. LOA + vents
<input type="checkbox"/>	5003	29' to 32'	\$16.25/lin.ft. LOA + vents
<input type="checkbox"/>	5004	33' to 40'	\$18.25/lin.ft. LOA + vents
<input type="checkbox"/>	5005	41' and up Outriggers and Multiple Antennas additional \$50 fee	Quote Pricing
Sail Boat with Mast up - NOT RECOMMENDED			
<input type="checkbox"/>	5001	Up to 20'	\$12.25/lin.ft. LOA + vents
<input type="checkbox"/>	mu21-28	21' to 28'	\$16.25/lin.ft. LOA + vents
<input type="checkbox"/>	mu 29-32	29' to 32'	\$17.25/lin.ft. LOA + vents
<input type="checkbox"/>	mu 33-40	33' to 40'	\$19.25/lin.ft. LOA + vents
<input type="checkbox"/>	5005	41' and up	Quote Pricing
Extras:			
<input type="checkbox"/>		Access Doors	\$41.50 each
<input type="checkbox"/>		Midew Boxes	\$15.00/box includes 2 bags
<input type="checkbox"/>		Canvas and/or Eisenglass	\$65.00/hr
<input type="checkbox"/>		Remove and store inside boat	
<input type="checkbox"/>		Remove for customer pick up	
Outboards			
Outboard engine winterization includes oil change (except 2-stroke outboards), lower unit gear oil change, grease point and propeller shaft lubrication, fresh water flush and run on remote fuel tank with winter fuel mixture.			
<input type="checkbox"/>	5011	2-Stroke outboard 1-90 HP	\$90.00 plus materials
<input type="checkbox"/>	5012	2-Stroke outboard 100HP and up	\$135.00 plus materials
<input type="checkbox"/>	5013	4 Stroke Outboards Up to 89HP	\$100.00 plus materials
<input type="checkbox"/>	5014	4 Stroke Outboards 90 HP and 199 HP	\$150.00 plus materials
<input type="checkbox"/>	5400	4 Stroke Outboards 200 HP and up	\$180.00 plus materials
Engines: Inboard and Stern Drives Engines			
<input type="checkbox"/>	5015	Single Inboard/Outboards with oil change	\$360.00 plus materials
<input type="checkbox"/>	5016	Double Inboard/Outboards with oil change	\$520.00 plus materials
<input type="checkbox"/>	5026	Remove & Store sterndrive(s)	\$100.00 each
<input type="checkbox"/>	5017	1-4 cylinders Diesel Inboards with oil change	\$270.00 plus materials
<input type="checkbox"/>	5018	6 cylinders and up Diesel Inboards with oil change	\$90.00 per hr. plus materials
<input type="checkbox"/>	5019	Gas inboards with oil change Single	\$270.00 plus materials
<input type="checkbox"/>	2020	Gas inboards with oil change Double	\$360.00 plus materials
Gensets			
<input type="checkbox"/>	5027	Gensets with oil change	\$90.00 per hr. plus materials
Misc.			
<input type="checkbox"/>		Add Fuel Stabilizer to tank	
<input type="checkbox"/>		Stern Drive Service & Storage	Call for options and Pricing
Batteries			
<input type="checkbox"/>	7008	Disconnect Batteries, zip tie positive and negative leads separately	\$10 per
<input type="checkbox"/>	5021-5024	Remove batteries, service & store up to group 31	\$90.00 per hr. plus materials \$30.00 per winter season ea
<input type="checkbox"/>	1204	Winter battery maintenance 4D & up: Monthly charge and load test. 4D batteries and larger will be disconnected and left in place	\$75/month

Note: Batteries will no longer be removed for pickup.

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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. Wiper fluid and lines as equipped. \$90.00 per hr. plus materials
<input type="checkbox"/>	2361	Winterize Head System and shower sumps as equipped \$90.00 per hr. plus materials
<input type="checkbox"/>	5028	Winterize A/C \$90.00 per hr. plus materials
<input type="checkbox"/>	2350	Winterize Ice Maker \$90.00 per hr. plus materials

**Additional Comments...**

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**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. Owner is responsible for verifying that all hull drain plugs are removed, especially those in irregular locations.**

All Rates are subject to change prior to notice. Environmental Charge of 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.

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.)

**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.
- 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 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.
- 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 late payments are subject to a 1.5% monthly finance charge.

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

SIGN  
HERE!

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

This form does not constitute a Work Order! And needs approval from the GM.  
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