

Oyster River Boatyard



~ A Full Service Boatyard ~

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January 2nd, 2012

Dear Valued *ORBY* Customer:

Your patronage is greatly appreciated and we look forward to sharing another great boating season with you shortly. Although it is cold outside now and there may be snow on the ground where you are, it is time to begin thinking about your boat's 2012 Launch Date.

Enclosed, please find your boat's **2012 Spring Commissioning Form** as well as a request for contact information.

The *Spring Commissioning Form* is used to schedule your boat's launch date and to prepare the boat for your enjoyment to your desired standards. This form lists those services that are standard prior to launching your boat as well as numerous optional items that are recommended to retain the value of your investment and provide a trouble-free season of boating. Please take a few moments to complete & sign this form and return it in the enclosed self-addressed stamped envelope as soon as possible. Please keep in mind peak weeks fill up first and fast. If any scheduling conflicts arise during peak weeks, priority will be given to those whose *Spring Commissioning Forms* were received first. We pride ourselves on timely launches and ask that your requested launch date coincide with when you intend to first use your boat.

Note: This form is also available from our website for direct on-line submission! Just click on the link labeled "FORMS". <http://www.oysterriverboatyard.com/forms.htm>

Thank you.

Sincerely,

Cliff, Kegan, & the ORBY Crew

2012 Spring Commissioning Form

Return ASAP

Name: _____

DESIRED LAUNCH DATE

Please **CIRCLE** the weekend by which **ORBY** should have your boat commissioned:

- | | | |
|---|--|--|
| <input type="checkbox"/> April 7 th | <input type="checkbox"/> May 12 th | <input type="checkbox"/> June 16 th |
| <input type="checkbox"/> April 14 ^h | <input type="checkbox"/> May 19 th | <input type="checkbox"/> June 23 rd |
| <input type="checkbox"/> April 21 st | <input type="checkbox"/> May 26 th (Memorial Day) | <input type="checkbox"/> June 30 th |
| <input type="checkbox"/> April 28 th | <input type="checkbox"/> June 2 nd | <input type="checkbox"/> July 7 th |
| <input type="checkbox"/> May 5 th | <input type="checkbox"/> June 9 th | Other _____ |

***Note: Boats NOT stored with **ORBY** must be dropped off or be available to be picked up by **ORBY** at least one week prior to the desired launch date to accommodate the requested launch date.

STANDARD SERVICES:

- Remove Boat from Storage / Uncover & Dispose Shrink Wrap
- Paint Bottom w/ Antifouling Paint (Brackets & Outdrives where applicable)
- Perform Spring Engine Check & Basic Service (batteries, filters, anodes, plugs, grease, fluids, prop, steering, throttle & shift linkages, test run, etc...)
- Test & Inspect ALL Boat Systems for Operation – Repair as needed
- Reinstall Electronics & Canvas
- Flush Anti-Freeze & Fill Fresh Water Tank
- Inspect/Update USCG Safety Equipment
- Wash Boat (excludes Cabin Areas unless requested below)
- Launch Boat & Top off Gas/Oil
- Perform Water Test
- Deliver to Customer's Mooring/Dockage Location

SUGGESTED OPTIONAL SERVICES (Please check those desired / Quotes upon request):

- Perform Engine Preventative Maintenance (thermostat, pressure relief valve, water pump)
- Wax & Polish Exterior Hull (Compound if required)
- Wax & Polish Interior / Topsides (Compound if required)
- Remove Tarnish / Polish Metal Rails & Deck Hardware
- Clean & Apply Conditioner to Vinyl Upholstery and/or Isinglass
- Clean Cabin
- Perform Software Updates on Marine Electronics (excludes Furuno)
- Name My Boat (custom design & application of vinyl boat names)
- Summer Trailer Storage
- Service Trailer (Lights, Bearings, Rollers, Winch)

My signature below authorizes ORBY to commission my boat as indicated on this form based on current rates.

Signature

Date

Please Flip OVER to provide contact information, to note any exceptions, or to provide any additional notes!

Personal Information:

(To be kept confidential by ORBY)

Name: _____

Billing Address: _____

Local (Cape) Address: _____

Home Phone #: _____

Work Phone #: _____

Local Phone #: _____

Cellular Phone#: _____

E-mail Address: _____

Exceptions/Additional Notes/Comments: