

Yacht Works Inc.
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Yacht Sales Sister Bay
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www.yachtworks.com

Dear Yacht Works Customer:

It's time to start thinking about this year's launch and commissioning. A copy of the 2011 Spring Launch and Commissioning Form is available on this web page as well as a copy of our current 2011 Rate Sheet. Please fill out the Launch and Commissioning Form completely and send, fax, or email it back to us A.S.A.P. The sooner we get it from you, the better chance we have of getting everything completed on time. If you experience problems, please contact us so we can email you a PDF of the launch form. **It is imperative that we receive a launch form from each of you.** That is the only way we can be sure that everything you would like to have performed is completed on time.

In order to help us make sure your boat is ready for you when you would like it, please make sure you complete the "preferred launch date" and the "expected delivery/pick up date". Because this procedure is fairly new to many of you, please let me try to explain what that means. The "launch" date is the day that you would like to have your boat go in the water. It is usually only important if you plan on being here for your launch. The "delivery/pickup" date is the important one. That is the date you actually want to use the boat, or take it to its summer location. By clearly laying out your expectations, it will help us to achieve those expectations for you. Another change is the "AM or PM" in the launch line of the form. You only need to circle that if you plan on being present for launch. Please bear in mind that we will do everything practically possible to meet your preferred launch date, but launching over 300 boats can be quite a challenge. We will be confirming your launch date approximately 1 week in advance. Our preferred method of notification is via email. Please make sure that you have your email address listed as we are migrating toward an electronic format for all of our transactions.

If you have any specific questions or concerns, please feel free to contact our new Service Coordinator Norb Hantke, who has been added to our staff in the service dept. We welcome Norb to the Yacht Works Team. Norb has been boating in Door County for most of his life, and a resident for over 5 years. Or contact Kent Pahlow, Rick Kingsbury, or myself.

Lastly, I would like to take this opportunity to sincerely thank each of you for the confidence you place in us at Yacht Works in servicing your "Pride and Joy". That confidence is something that we do not take for granted. If there is anything we can do to make your "Yacht Works Experience" better, please contact me directly. My door is always open.

The entire Yacht Works Team hopes you have a great boating season. We are looking forward to serving you this coming season.

Happy Boating!

Rich Larsen

Rich

V.P. / General Manager

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2011 Spring Launch and Commissioning Form

Name _____ Boat Name _____
Sail/Power _____ Length _____ Beam _____ Draft _____ Mfg. _____ Yr. _____
Address _____ City _____ State _____ Zip _____
Phone _____ Day _____ Cell _____
Email _____ Summer Location _____ Slip _____

Owner will be present for launch? (circle) Yes or No YW have Key or Combo? _____
Preferred Date for Launch Month _____ Date _____ AM or PM (circle) _____
Expected Delivery Date Month _____ Date _____ Trailerable Boat Pick Up _____

Requested Services

(Services rendered on a time and material basis unless otherwise indicated)

Commissioning

- ___ Outboard(s)-up to 20 H.P.*
- ___ Outboard(s)-over 20 H.P.*
- ___ Engine(s)-Inboards and I/O's*
- ___ Generator(s)*
- ___ PWC*
- ___ Head System(s)*
- ___ Water System-Incl.shower sumps*
- ___ Ice Maker(s)*
- ___ A/C System(s)*
- ___ Refrigeration*
- ___ Appliance(s)-incl. clothes and dishwasher

Transportation

- ___ Launch*
- ___ Deliver Trailerable Boat to YW Shop
- ___ Pick Up & Deliver Boat w/ Hyd. Trailer*
- ___ Deliver boat to Summer Location

Systems

- ___ Verify Operation of Electronics
- ___ Verify Trim Tabs, Bilge Pumps & Blowers
- ___ Verify Lighting-Incl. cabin and Running
- ___ Other _____

Mechanical

- ___ Tune Up Engine(s)
- ___ Tune Up Generator(s)
- ___ Tune Up Outboards(s)
- ___ Outdrive(S) Service*
- ___ Inspect Cutlass Bearing(s)
- ___ Lube Max Prop-Sailboats
- ___ Align Prop Shaft(S)
- ___ Adjust or Re-pack Stuffing Box
- ___ Inspect/service Rudder & Steering System
- ___ Inspect Thru-hull clamps and hoses
- ___ Inspect Zinc Anodes
- ___ Clean and Lube Seacocks
- ___ Change Water Pump Impeller
- ___ Transmission Service*

Rigging

- ___ Prerig Mast Incl. Lighting Check*
- ___ Step Mast-Incl. Snug Rig & Hook up Elect.*
- ___ Tune Mast-Incl. Pin, Tape, Install Boom*
- ___ Inspect Standing and Running Rigging*
- ___ Rig Sails-Incl. Reef Lines and Sail Cover*
- ___ Clean and Lube Winches
- ___ Clean and Lube Roller Furling
- ___ Replace Lifelines
- ___ Other _____

Miscellaneous

- ___ Top Off Fuel Tanks-Gas or Diesel (circle)
- ___ Install Canvas-Bimini, Dodger, Enclosures
- ___ Other _____

Bottom Painting

- Lt. Sand and paint Standard*
- Lt. sand and Paint Premium*
- Touch Up Standard*
- Touch Up Premium*
- Apply New Bottom Paint System*
- Apply New Barrier Coat/Paint System*
- Strip and Apply Barrier Coat System*

Varnish and Teak

- Clean and Oil Exterior Teak-Cetol? (circle)
- Clean and Oil Interior Teak-Cetol? (circle)
- Varnish Exterior Brightwork
- Varnish Interior Brightwork
- Other _____

Waxing

- Wax Hull-One Step Process*
- Wax Hull- Two Step Premium*
- Wax Hull-Three Step System*
- Wax Deck, Cabin, Cockpits-One Step*
- Wax Deck, Cabin, Cockpits-Two Step*
- Wax Deck, Cabin, Cockpits-Three Step*
- Wax Flybridge or Aft Cabin-One Step*
- Wax Flybridge or Aft Cabin-Two Step*
- Wax Flybridge or Aft Cabin-Three Step*

Cleaning

- Detail Clean Interior*
- Detail Clean Exterior*
- Detail Clean Flybridge or Aft Cabin*
- Steam Clean Carpets
- Seasonal Cleaning Contract*
- Premium Seasonal Cleaning Contract*

Comments/Other Work Request

1. An email confirmation will be sent approximately 1 week prior to launch unless other means of communication is requested.
2. *Indicates a "Flat Rate" job. Please see 2011 Yacht Works, Inc. Rate Sheet.
3. Trailer Information: Brand_____ Color_____ Single or Tandem (Circle)
4. ____Trailer Service-Check lighting, air pressure, bearings, and brakes.
5. It is owner's responsibility to make sure that trailer is operable.

I HEREBY AUTHORIZE the above repair to be done along with necessary materials. Yacht Works, Inc. and its employees may operate the above vessel for purposes of testing, inspection or delivery at my risk. An express mechanics lien is acknowledged on the above vessel to secure the amount of the repairs hereto. No new work will be commenced until all outstanding balances are paid in full. Yacht Works, Inc will not be held responsible for loss or damage to vessel, or articles left in vessel, in case of fire, theft, or accident, or any other cause or for any delays caused by the unavailability of parts or delays in shipments by the supplier or transporter. Also I understand that all charges are due upon delivery of vessel. If payment is deferred, I understand that charges are upon receipt of the invoice. If payment in full is not made I hereby agree to pay a penalty charge at the rate of 1.5% per month (18% per annum).

Yacht Works, Inc. reserves the right to adjust the launch dates and times to situation beyond its control: I.E. weather conditions, mechanical problems, emergencies, etc. Yacht Works, Inc. shall proceed with due diligence to perform specified work, but shall not be liable for any delays in completion of the work from any causes whatsoever.

Owner of vessel or Owners Representative

Date