



The Marina at Rhode Island Mooring Services Inc.  
Mooring Services & Marine Construction

Spring 2012 is around the corner and Rhode Island Mooring Services is gearing up to welcome you back. Please come in or mail the enclosed form at your earliest convenience. The form is also available at [rimoorings.com](http://rimoorings.com).

The **Spring Commissioning form** is enclosed with this letter and requires your immediate attention. We are requesting that you return the completed form by **15 March** (otherwise we can not guarantee launching by May 31st)

We need the commissioning form to schedule your launch date NO EXCEPTIONS! Return the form and follow up with us to be sure your request is not delayed. If you need to change your scheduled launch date you will be re-scheduled **at the next available opening**. Repeated changes will be subject to additional charges.

**If you need a weekend launch date schedule it early, they are the first to fill up.** If you require additional services, other than launching, return your commissioning form **NOW**. Late requests may delay your desired launch date. **Spring work is now being scheduled.**

- **If you do not plan to launch in spring '12 call us NOW to avoid extra charges later**
- Provide **accessible** dock lines & fenders **prior** to launch to avoid being invoiced by RIMS
- Avoid rescheduling & **bring us a copy of your cabin key** or combo prior to your launch date
- As a courtesy we allow a **1 day** stay dockside (transient rates apply for longer stays)
- All boat-related service bills must be paid in full prior to launching
- Unpaid balances are charged to your credit card 3 days after the invoice date
- Spring work is billed upon completion. **Please do not send prepayment for service work**
- All guests must be accompanied by a boat owner or their representative
- Subcontractors and brokers must sign in and out for each visit
- Subcontractors and brokers must verify updated certificate of insurance has been filed
- Access fees for Subcontractors/Surveys are \$10. p/hr. Minimum 4hrs
- Subcontractors and Brokers are allowed on the premises Mon. – Fri. 8:00am to 4:00pm
- Failure to comply with visitor policies will result in access being denied
- If you are not familiar with our environmental policy please stop in to pick up a copy
- Check your sanitation stickers many are due to expire this year

The large gate will be closed and locked at 5:00 pm. You can access your boat after hours and on weekends through the pedestrian gate. You may use the large gate for loading and unloading purposes however there is **NO PARKING INSIDE THE GATE** during regular business hours.

Office hours Monday-Friday 8:00 - 4:00 until April 1<sup>st</sup>. March 31<sup>st</sup> to Memorial Day also open Saturdays 9:00 – 12:00

One note of interest, the local Lowes store has shut down. We are working on stocking more items for your convenience...stay tuned for more on that. As always let us know if there is something we can do to help you have the most enjoyable boating experience this coming season.

Thank you,

Jeff Lafreniere



# Spring 2012 Commissioning and Launch Authorization Form

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

Boat Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

\*Desired Launch Week: \_\_\_\_\_ \*Deliver Boat to: \_\_\_\_\_

**We must have key or combo to launch**      **Key Location** \_\_\_\_\_ **Combo** \_\_\_\_\_

**\*\*Weekend dates fill quickly and are scheduled based on return date of this form**

**Spring Service**

\_\_\_\_\_ Provide same service as last year

_____ Shrink Wrap Removal	<b>Removal T &amp; M (Do Not Place Shrinkwrap Material in Dumpsters) Bags are provided at Rims office</b>
_____ Step Mast	Time and Materials
_____ Tune Mast	Ask for a 2012 Rate Schedule
_____ Sail Rinse & Wash	\$3.25 lb • Mildew wash quoted if needed • All sail inspections \$42.00 (removal is T&M)
_____ Wash & Wax Hull	\$12.00ft up to 34'. \$13.00ft 35' - Over 42ft quoted (Plus Materials) Decks Quoted - Compounding Add'l
_____ Antifoul Transom	Time and Materials( Assembly & Outdrive)
_____ Paint Bottom	\$18.95 ft up to 34' & \$21.45 ft for 35'- 42' (Includes Prep and Materials) T&M over 43' vessels
_____ Delivery of Boat	*Based on hourly rate (dock to dock) and limited area (N/C for Allen Harbor boats)
_____ Sea Trial	Rims hourly rate dock to dock (Apprx 1/2 hour plus 2 man crew)

**Commissioning**

\_\_\_\_\_ Provide same service as last year

_____ Commission Engine	\$120.00 per engine plus Materials (Check fluids,belts,seacocks, stuffing box, bilge pumps)
_____ Tune Up	Time and Materials
_____ Outboards	Time and Materials    Make/H.P. _____
_____ Outdrives	Time and Materials (Includes commissioning & installation)
_____ Fresh Water System	Time and Materials
_____ Generator	Time and Materials
_____ Salt water pumps	Time and Materials
_____ Head & Hold Tank	Time and Materials
_____ Hot Water systems	Time and Materials
_____ Change Oil & Filters	Time and Materials
_____ Change Fuel Filters	Time and Materials
_____ Change Hull Zinc's	Time and Materials
_____ Service, Charge & Connect Batteries	Time and Materials
_____ Sanitation Check	\$35.00 <i>Owner must be present, can only be done PRIOR to launch.</i>

**RIMS OFFICE USE**

Cust# \_\_\_\_\_ Return Date \_\_\_\_\_ RO# \_\_\_\_\_

Excel \_\_\_\_\_ Incomplete notify cust date \_\_\_\_\_

Request key/combo date \_\_\_\_\_

Cust drop off date \_\_\_\_\_ Rims Rack# \_\_\_\_\_

**TIME AND MATERIAL REFERS TO RIMS HOURLY RATE (\$92.PER HR) PLUS THE COST OF MATERIAL**

**INVOICED WORK MUST BE PAID IN FULL BEFORE THE BOAT LEAVES THE YARD · DO NOT MOVE BOAT STANDS (contact office)**

**Special Instructions:**

*I hereby authorize the above work to be done with the necessary materials, and hereby grant you and/or your employees permission to operate the boat/motors herein described for the purpose of testing and/or inspecting. An express mechanic's lien is hereby acknowledged on above boat/motor to secure the costs of repairs thereto. I understand that any boat services billed after the boat is launched is due upon receipt, any bills over 3 days old will be charged to the credit card on file or on this form.*

**Important Notice** - the vessel and its contents maybe sold at public auction for unpaid storage or service charges. The boat owner will be responsible for all costs of collection including attorney's fees.

**My signature is my acknowledgement of responsibility to ensure my vessel is seaworthy prior to launching**

**Required credit card#** (for file even if you enclose a check) \_\_\_\_\_ **Exp date** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_