

# NORWALK COVE MARINA, INC.

## SERVICE DEPARTMENT

48 Calf Pasture Beach Road, Norwalk, CT 06855 Tel: 203-838-3681

SERVICE@NORWALKCOVE.COM WWW.NORWALKCOVE.COM Fax: 203-838-6810

### WORK ORDER REQUEST FORM

#### Contact Information:

Boat Owners Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Tel: \_\_\_\_\_ Cell: \_\_\_\_\_

#### Vessel Information:

Power: \_\_\_\_\_ Sail: \_\_\_\_\_

Name of Boat: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Registration #: \_\_\_\_\_ Hull #: \_\_\_\_\_ Year: \_\_\_\_\_ LOA: \_\_\_\_\_

Beam: \_\_\_\_\_ Draft: \_\_\_\_\_ Key Location or Combo: \_\_\_\_\_

#### Engine Information:

Please circle one: Inboard Sterndrive Outboard

Single: Serial #: \_\_\_\_\_ Twin: Serial #: \_\_\_\_\_ Triple Serial #: \_\_\_\_\_

Type & Model: \_\_\_\_\_ Year: \_\_\_\_\_ HP: \_\_\_\_\_

#### Service Requested:

Please provide a complete description of the problem being experienced.

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please Estimate if repair will be more than \$ \_\_\_\_\_ for this item.

#### Service Requested:

Please provide a complete description of the problem being experienced.

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please Estimate if repair will be more than \$ \_\_\_\_\_ for this item.

#### Service Requested:

Please provide a complete description of the problem being experienced.

3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please Estimate if repair will be more than \$ \_\_\_\_\_ for this item.

I HEREBY AUTHORIZE THE WORK ON THIS AND ANY FOLLOWING PAGES TO BE DONE ALONG WITH THE NECESSARY MATERIALS. I GRANT NORWALK COVE MARINA, Inc. PERMISSION TO OPERATE THE BOAT AND/OR EQUIPMENT HEREON DESCRIBED FOR THE PURPOSE OF TESTING AND INSPECTION. COVE IS NOT RESPONSIBLE FOR LOSS OR DAMAGE TO BOATS OR ARTICLES LEFT IN BOATS IN CASE OF FIRE, THEFT, VANDALISM OR INCIDENTS BEYOND THEIR CONTROL. A MECHANICS LIEN IS HEREBY ACKNOWLEDGED ON ABOVE BOATS AND/OR EQUIPMENT TO SECURE THE AMOUNT OF REPAIRS. IF NOT ALREADY A SLIPHOLDER, I HAVE THREE DAYS UPON NOTIFICATION OF COMPLETION TO PICK UP MY BOAT, IF PREVIOUS ARRANGEMENTS WITH COVE HAVE NOT BEEN MADE. I AGREE TO PAY DAILY STORAGE AT THE PREVAILING LAND STORAGE OR IN-WATER RATES IF MY BOAT REMAINS IN THE MARINA 3 DAYS AFTER NOTIFICATION OF COMPLETION OF THE WORK.

CUSTOMER NAME: \_\_\_\_\_ Customer #: \_\_\_\_\_

#### CREDIT CARD AUTHORIZATION

\_\_\_\_\_ Here is my credit card information per your policy. However, I intend to use alternate payment method, but you may charge this account if necessary to comply with the Cove Service payment policy.

\_\_\_\_\_ I wish to use this credit card as a method of payment to cover my repairs. This signed authorization allows Norwalk Cove Marina, Inc. to bill my credit card company for my work order upon completion.

I agree to pay a late fee of 1.5% per month, 18% annually on any balance due if the credit card I have provided cannot be charged due to misinformation or decline.

Please circle one: VISA      MASTERCARD      AMERICAN EXPRESS

CARD NUMBER: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_ Security Code \_\_\_\_\_

Must be supplied. "On File" not accepted.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_