

CHANDLER MARINE SERVICES, LLC
d/b/a **RIVERFRONT MARINE SERVICES**

1890 CARTER RD
CLEVELAND, OH 44113

PH: 216-861-7393
sales@riverfrontyacht.com

SPRING 2026 COVER LETTER AND SERVICE ACKNOWLEDGEMENT

January 1, 2026

PLEASE READ THIS CAREFULLY BEFORE SUBMITTING YOUR SPRING WORK ORDER

Spring 2026 is on the way!! Please read the following completely so we can get your boat launched smoothly and efficiently. We will soon be scheduling launch dates and begin re-commissioning work. Please complete the **2026 Spring Fit-Out Work Order** in full using the form below. Be sure to complete all applicable sections and authorize **only the services you want**. Your submission is required by **February 10, 2026** to be scheduled for spring launch. This is your authorization for us to perform work on **YOUR** boat !

IMPORTANT !! *Your work order and this acknowledgment must be submitted by the due date and ALL past due balances paid prior to scheduling your launch date*

VERY IMPORTANT !! *You have the primary responsibility to keep your boat in a safe operating and seaworthy condition. It is specifically agreed, as indicated by your signature below, that Chandler Marine Services, LLC and Riverfront Marine Services have no responsibility to recommend or perform any maintenance or mechanical service on your boat unless and until you specifically authorize it on the Work Order form.*

To schedule your exact launch date contact our office after March 17th to schedule. ***Launch dates written on work orders are for us to APPROXIMATE and schedule repairs ONLY and WILL NOT be accepted as the exact launch date.*** Launch dates will be scheduled for Mondays, Wednesdays and Fridays. Launch dates for boats stored with their masts up will be Thursdays. Please remember that weather conditions may affect your launch date and occasionally delays are inevitable. Once your vessel has been launched and our commissioning work has been completed, we require that you pick up your boat as quickly as possible due to our limited dock space. ***Remember***, if we are doing a major portion or all of the commissioning work, your boat **probably will not** be ready until a day or two after launch, so please schedule accordingly. ***We require*** that you phone our office to make sure all work is completed prior to coming to pick up the boat. ***Remember***, there is a **BIG DIFFERENCE** between asking “has my boat been **LAUNCHED** yet?” and “is my boat **READY** for pickup?”

*****MAIN REMINDERS*****

We must have access to your boat, especially if the owner/agent will not be present. Make sure that you have provided us with keys (for engine and cabin) or combination. Please include this information in your Spring Fit-Out Work Order submission along with the rest of your REQUIRED (***) CONTACT information.

LAUNCH PREP!! Please have fenders and 4 dock lines set up on the starboard side prior to us coming to get your boat for launch. **WE SHOULD NOT** have to wait for you to rig or for us to climb onboard and dig through lockers and cabin to prepare for your launch. If not done, we will charge an additional \$40.00.

All past due balances must be paid in full prior to scheduling or preparing your boat for launch.

EPA Policies. Please abide by the RYS' Environmental Policies that you received last Fall.

CARS AND PARKING. 1ST, **SLOW DOWN** in the yard!!! 2nd, any cars parked in the yard must have keys in the ignition or park it up in the front parking lot, NO EXCEPTIONS. Violators **WILL** get towed at owners expense. **Picking up your boat?** Leave your car up in the front lot.

SERVICE ISSUES

Inside storage. Buildings are locked and access to the boats that are stored inside are during normal business hours. Customers DO NOT have free access to the storage buildings outside of normal business hours. There is **NO SMOKING** allowed inside these buildings by customers or employees. Sanding, painting, solvents and heaters are prohibited per your storage agreement.

SPRAY PAINTING AND SNADBLASTING IS PROHIBITED in RMS' boatyard.

Shrinkwrap This is an ongoing issue. If you authorize RMS to remove your shrink wrap, the disposal fee is included. Reinstalling the canvas, biminis, stanchions, etc. will be an additional charge. If you remove your own shrink wrap, **REMOVE ALL BANDING AND DOORS** which is easiest done while it is still on the boat, bundle it up and leave it AT THE FRONT of your boat on the ground. RMS will pick it up and prepare it for recycling. The fee for this is \$45.00. **DO NOT put your shrink wrap** in either of the dumpsters. **ONLY the banding, tape, doors etc are allowed to be disposed.** **REMEMBER**, if we have to remove it from the dumpster you will be charged an additional handling fee.

Sailboat masts If “Check mast lights and clean wire connections” is marked off on Spring Fit Out Work Order, lights are checked **ONLY** for operation while mast is down and wire connections at base are cleaned. New light bulbs and cleaning of sockets is additional. RMS will not be responsible for mast lights and their operation if checked and cleaned only. Masts are brought out of storage by RMS personnel *only* the week prior to launching in the spring. All masts derigged and re-rigged by OWNER must be properly rerigged, mast track DOWN, loose rigging and furlers tied up and padded, etc. and ready for stepping.

Mast stepping If owner re-rigs own mast prior to stepping, all clevis pins, cotter pins, etc. must be supplied and accessible. Otherwise additional rigging charges may apply. Stepping a mast does not include any rigging services except to hook up 4 (minimally) shrouds to hold mast up. Any and all tune-ups, setting mast partners, rerig work, etc. needs to be authorized as separate chargeable items.

Spring start-up/post winterizing If RMS winterized your boat per your Fall Lay-up Work Order, it **DOES NOT** include reinstalling batteries, flushing out water systems or restarting engines, etc. If you are expecting these items done, then **YOU** need to authorize them on your Spring Fit-out Work Order. If RMS winterized, RMS **SHOULD** flush out, hook up and **RE-COMMISSION**.

****If we winterized your water system, there is a bypass on your hot water heater;** it needs to be removed and re-hooked up to your plumbing. Failure to do so will result in damage to your water heater.

Engine water pump impellers We do **NOT** keep a timeline record of when your impeller needs to be replaced. We recommend replacement approximately every 150 hours of operation or every other year to be safe. Please authorize if you want this done this year. Most impeller manufactures recommend yearly replacement.

Tune-ups We do offer partial engine tune-ups for gasoline motors. This includes replacing plugs only, running and checking engine(s), checking the timing, carburetor, etc.

Stuffing boxes We do **NOT** keep a timeline record of when your shaft packing should be replaced. Depending on how tight it was cranked up prior, we recommend every 200+ hours or every 5 years. **IMPORTANT**, some shaft seals require silicone LUBRICANT and need to be lubricated minimally once a year prior to launch!!

Fluid check and start up This means just what it says. We check fluids (all oils and coolants), start and run for 15 minutes (no load) and warm up. No shaft, tune-up work, etc. is included. If we do see something we will contact you for further approval for repairs.

Initial Launch At launch RMS will initially confirm EITHER with the owner OR by RMS INSPECTION that boat is not leaking prior to releasing it from the straps. Leaks may develop from defective thru-hulls, seacocks and hoses even after being initially checked. RMS is not responsible for any repairs required or possible damage from any defective underwater hardware, hoses etc. **If we are launching the boat and you are not present, we will initially check for leaks but you need to come down by the end of that day and check for yourself.** Any additional costs to re-lift & repair will be the owner’s responsibility.

Batteries Do not assume that batteries removed and stored during the winter will be automatically reinstalled. If you want them cleaned, installed and hooked up, please initial the appropriate item on your Spring Fit-Out authorizing us to do so.

Payment Terms.

Deposit on work order. Work orders will be estimated and any work orders over \$500.00 will require a 50% deposit. Payment is due in full upon completion of repairs and work. Late payments will be charged a 2% per month service charge, minimum of \$20, as well as collection fees, court fees and attorney fees incurred by Riverfront Marine in recovering said monies. Credit Cards can be processed in person at the office or over the phone. There is a 3% credit card surcharge on all credit or debit card payments.

These rules and policies may seem excessive but once you understand them I feel you will find they are simple, fair and have to be in place to protect both your own and the other customers boats and property.

Jeremiah Swetel, President

By signing below, I confirm that I have read and understand the statements outlined in this acknowledgment and authorize the services selected.

OWNER/AGENT PRINTED NAME: _____ SIGNATURE: _____ DATE _____

CHANDLER Marine Services, llc. d/b/a Riverfront Marine Services

1890 CARTER RD.
CLEVELAND, OHIO 44113
www.riverfrontyacht.com

PHONE: (216) 861-7393
EMAIL: sales@riverfrontyacht.com

DATE: _____

2026 SPRING FIT-OUT WORK ORDER

CUSTOMER: _____

ADDRESS: _____

PHONE /HM: _____ **CELL: _____

/WK: _____

OTHER: _____

** E-MAIL: _____

** BOAT MAKE: _____

HULL I.D. & YEAR: _____

** BOAT NAME: _____

** MODEL LENGTH: _____

**KEYS/COMB: _____

(**MUST HAVE FOR LAUNCH !!)

** APPROXIMATE ONLY LAUNCH DATE _____

** MUST CALL & SCHEDULE EXACT LAUNCH DATE

LABOR: \$170.00/hr-Fiberglass & Wood	\$80.00/hr- Buffing/Waxing	CUSTOMER INITIAL	YARD
RATES: \$160.00/hr-Mech/Rigging	\$80.00/hr- Bottom Painting	(AUTHORIZE)	ONLY
LAUNCH BOAT ONLY (incl'd in full winter storage fee)	\$8.00/ft		
IMPORTANT **Check one-OWNER/AGENT <u>WILL</u> () <u>WILL NOT</u> () (\$60.00 IF NOT) BE PRESENT FOR LAUNCH			
**NEW Prep and rig docklines and fenders on stbd side	\$40.00		
REMOVE SHRINKWRAP, STORE DOOR/VENTS & DISPOSAL	\$90.00		
SHRINKWRAP DISPOSAL ONLY(See Spring Letter & Enviromental)	\$45.00		
BOTTOM -materials additional			
WET SCOTCHBRITE SCUFF AND PAINT (ROLLER)	\$24.00/ft		
WET SCOTCHBRITE BOTTOM & TOUCH UP	T&M \$80.00/hr**		
	** LABOR ONLY, MATERIALS ADDITIONAL		
TOPSIDES - HULL & DECK			
WASH DECKS/HULL -automatically charged w/ buff & wax hull/deck	\$2.25 bt/ft		
BUFF AND WAX 2 COATS HULL (TOPSIDES) UP TO 40'	\$21.00bt/ft		
(Waterline to rubrail only) ABOVE 40'	\$24.00bt/ft		
BUFF AND WAX DECK (SMOOTH AREAS)	QUOTE		
POWER BUFF AND WAX (OXIDIZED FINISHES ONLY)	QUOTE		
GELCOAT REPAIRS	QUOTE		
CLEAN AND OIL TEAK	QUOTE		
INTERIOR			
DETAIL CLEAN INSIDE (Excludes carpet steam or shampoo clean)	\$5.00/ft		
RIGGING ****Read Spring Letter and Acknowlegment****			
STEP SPAR	\$8.00/ft		
--MIZZEN MAST	\$40.00		
WASH SPAR	\$52.00		
WASH, BUFF AND WAX SPAR	\$130.00		
RERIG SPAR (UP TO 30')	\$160.00		
RERIG SPAR (31' AND UP)	\$210.00		
NOTE! - TRIPLE+ SPREADER RIGS, RADAR, X-MAS TREES, ETC.	T & M		
FURLER - DISMANTLE & CHECK (WILL BE DONE AUTOMATICALLY WITH SPAR TUNING!)	\$160.00/hr		
CLEAN AND LUBE TURNBUCKLES	\$160.00/hr		
CHECK MAST LIGHTS AND CLEAN WIRE CONNECTIONS - ONLY	\$50.00		
OR- REPAIR MAST LIGHTS, REPLACE BULBS, CLEAN SOCKETS, ETC.	T & M		
TUNE SPAR (UP TO 30') No pin & tape STATIC TUNE ONLY!	\$160.00		
TUNE SPAR (31' AND UP) " " " " "	\$240.00		
NOTE!-REPAIR/REINSTALL/REFAB MAST WEDGES COULD BE ADD'L	T & M		
TAPE SPREADERS OR RUBBER BOOTS (NEW BOOTS ADD'L)	\$60.00		
PIN AND TAPE RIGGING AND COTTER PINS	\$70.00		
CONNECT MAST WIRING & CHECK	\$60.00		
NOTE! - RADAR, X-MAS TREES, WIRE ACCESS ETC. - ADD'L	T & M		
INSTALL BOOM, SAILS, ETC., PREP FOR SAIL AWAY	T & M		
ALL OF THE ABOVE	T & M		

(Continued on reverse side)

			CUSTOMER INITIAL	YARD ONLY
MECHANICAL ****Read Service Acknowledgment****				
IMPORTANT	INSTALL BILGE PLUGS	\$20.00		
	CLEAN AND INSTALL BATTERIES	T & M		
	CHECK TRIM TABS (BEFORE LAUNCH) (BATTERIES MUST BE INSTALLED)	\$30.00		
IMPORTANT	REMOVE TRANSDUCERS; CLEAN, LUBE & REINSTALL	\$30.00/ea.		
IMPORTANT	***CHECK SEACOCKS (SEE NOTE)	\$80.00		
	REPAIR SEACOCKS	T & M		
IMPORTANT	***CHECK AND/OR ADJUST STUFFING BOX(S) (SEE NOTE)	T & M		
	***NOTE! If upon launch & inspection owner is not present, these items may be done & charged.			
	REPACK STUFFING BOX(S) material additional	\$160.00/hr		
	CHECK PROP SHAFT, CUTLASS BEARING, EXTERNAL ZINCS (per side)	\$36.00		
	REMOVE AND REPLACE PROP (S) (REPAIRS ADD'L)	\$160.00		
	R & R ANODES AS NECESSARY	T & M		
	COMMISSION WATER SYSTEM (CHECK AND FLUSH) (see Service Issues Acknowledgement/cover letter)	T & M		
	COMMISSION ELECTRICAL SYSTEM AND REPAIR IF NEC.	T & M		
	(Check normal 12vdc systems & lights, 120vac systems, electronics operation excluded)			
	TUNE-UP ENGINE(s) GASOLINE INBOARD OR STERNDRIVE ONLY !			
	All tune-ups include replacing spark plugs, distributor cap, rotor, points and condenser where applicable. Set ignition timing & dwell where applicable, clean flame arrestor, check choke operation and set idle RPM. (ignition wires and carburator work would be add'l)			
	- 4 CYLINDER -	\$290.00		
	- 6 CYLINDER -	standard igntion \$365.00		
		electronic igntion \$355.00		
	- 8 CYLINDER -	standard igntion \$405.00		
		electronic igntion \$395.00		
	PARTIAL - Change plugs, run & check timing, carb, etc.	T & M		
	REPLACE ENGINE WATER PUMP IMPELLER(S)	T & M		
	REPLACE FUEL FILTER (ENGINE)	T & M		
	REPLACE FUEL FILTER (GENERATOR)	T & M		
	CHECK STEERING AND LUBE	T & M		
	CHECK ENGINE ALIGNMENT (ALIGNMENT ADD'L)	T & M		
	FLUID CHECK AND START UP (ENGINE/GENERATOR)	\$60.00/ea		
	(check engine and transmission operation, MATERIALS ADD'L)			
	CLEAN INTAKE STRAINERS	\$36.00/ea		

NOTE: Additional charges may apply if serviceable items are difficult to access, reach or are corroded.

NOTE: A shop charge of \$20.00 will be added to all invoices with a mechanical, rigging, paint, fiberglass repair

OTHER REPAIRS OR COMMENTS:

IMPORTANT You have the primary responsibility to keep your boat in a safe operating and seaworthy condition. It is specifically agreed, as indicated by your signature below, that Chandler Marine Services or Riverfront Marine Services have no responsibility to recommend or perform any maintenance or mechanical service on your boat unless and until you specifically authorize it on this Work Order form.

Work Authorization Payment is due in full upon completion and invoice. Late payments will be charged a 2% per month service charge, minimum of \$20, as well as collection fees, court fees and attorney fees incurred by Riverfront Marine Service in recovering said monies. I have read & fully understand and signed the included Spring 2026 Service Acknowledgement/Cover letter and will cooperate with Riverfront Marine Services policies and procedures in reference to the work they perform as well as my own or persons I may hire and their restrictions and responsibilities and authorize the above work as **INITIALED** above and signed below.

OWNER/AGENT SIGNATURE: _____ **DATE:** _____