



Boat Name:	Owner's Name:
Contact telephone number:	Email Address:

I REQUIRE THE FOLLOWING: *(please tick where appropriate)*

UNSTEPPING

- Please Unstep Mast - I have attended to all points below**
 - Remove rigging tape.
 - Un-seize rigging screws and shackles.
 - Lubricate and free rigging screws.
 - Remove main boom.
 - Remove running rigging from jammers and organisers and secure to mast.
 - Remove furling lines where necessary.
 - Disconnect all mast electrics below deck and pull cables through, leave coiled and taped to mast.

We appreciate the vulnerability of masthead fittings and always exercise utmost care when handling masts. We will remove VHF/AIS aerials, anemometers, Windex and other masthead units where possible and store below as soon as mast is down. Where these cannot be removed easily, sadly we cannot be held responsible for damage whilst the mast is in storage or on trestles and you are advised to remove these yourself.

MAST STORAGE

- Please store mast undercover**

Spreaders will be removed and masts will be stored on racks in the mast alley.
Please inform the office when you would like the mast removed from storage prior to re-stepping. We can place the mast on trestles free of charge for up to a week before re-stepping, any additional time required to complete work will be charged at the prevailing rate. It is not always possible to work on your mast whilst it is in storage so please speak to the office if this is a requirement and we will do what we can to accommodate your needs.
- Please store mast on deck -**

Owners must ensure that there is adequate support both for & aft on deck and on the coachroof to take the weight of the mast. Spreaders will not be removed and owners are advised to remove masthead fittings immediately following unstepping of mast.
- Please store mast on trestles -**

Subject to available space we can store masts on trestles for a daily charge based on LOA of yacht. We cannot be held responsible for damage to masthead fittings whilst the mast is on trestles. Owners are advised to remove masthead fittings immediately following unstepping of mast.

RE-STEPPING

- Please re-step mast - I have attended to all points below**
 - Remove rigging tape.
 - Fit spreaders.
 - Lubricate and free rigging screws.
 - Refit masthead aerials, anemometers and windex.

I understand that where the above steps have not been carried out and additional time is required to prepare the mast for un-stepping or re-stepping, an additional charge will be applied.

Signed:

Date: