



- **Contract Delivery:** If you received this letter by email, your contract is attached as a PDF file. If you do not have a PDF reader, you can download it here: <http://www.adobe.com/downloads/>. If you received this by mail or fax, please consider providing us your email address for the future so we can send it to you more efficiently.
- **Contract Return:** Due by **March 15th** or **September 15th** (depending on time of year you renew). Please return it on or before the above date with payment(s). You can fax, scan, or mail it and if **we receive a signed copy of your contract, including payment, before the due date, we will lock in your space for the season.**
- **Contract Payment:** Payment can be made by sending one or multiple cheques, or authorizing us to run it onto your credit card on file.
- **Contract Instructions:** 1] Please verify or update all the information (including boat details, insurance info, credit card numbers, etc.). 2] Please sign as the "Owner" and initial in one or two places (once under "Account Privileges", and secondly under "Payment Choice" - *if applicable*). 3] Please send your payment with the contract (one or multiple cheques, if choosing that option). 4] Please fax, scan or mail back the signed copy of the documents. If you would like a copy of the contract with our signature please advise and we will send you one.
- **Contract Details:** Legal details, privacy policy, discount programs and service descriptions are available online for reading/printing. They can all be found at www.lenscove.com in our "Boater's Club. If you would like us to fax/mail you these documents, please contact the office.
Keys Requirement: Our office requires a *set of your boat keys at all times.*
- **Spring Pickup:** We require one week (7 calendar days) advance notice of the date you wish to have your boat available for use. You may book your launch at any time by using our website and completing a "[Launch Request Form](#)" that logs your launch directly with the service shop. Alternatively, you may call the service department. Please be sure to let us know your plans well in advance of your requirements, as work is done in the order that requests are received.
- **Accounts & Discounts:** The [Year-Round Customer Discount and/or Off -Season Specials](#) and account privileges are available to you if, and only if, you complete **Customer Information Section on the contract (including providing your credit card number for our files)** are received.