



## **AFTER HOURS SERVICE CHECK-IN PROCEDURE**

- 1) Please call (763)533-9666 during regular business hours to schedule a service appointment. We will call you the first business day after we receive your boat. If you did schedule a prior appointment, we will place you on the schedule in the first available time slot. From the time that the repair is completed, you have three business days to pick it up before you face additional storage fees.
- 2) Download and complete the after hours service check in form from <http://www.waterskis.com/EasyEditor/assets/servicecheckin.pdf> **NO BOAT WILL BE SERVICED WITHOUT A SIGNED CHECK IN FORM.** Leave this form on the driver's seat or glove box.
- 3) Please provide name, address, phone number(s), email address, and boat information on the check in form.
- 4) Write a detailed description for each task you need completed.
- 5) Please remove your water sports gear from the boat. We may be forced to add labor fees to cover the time to move your accessories from storage areas to allow our technicians access to your engine compartment.
- 6) Please let us know when you would like to pick up the boat.
- 7) Please leave the keys in the ignition. (If your keys are not in the boat, additional labor fees will be charged.)
- 8) Please leave the boat covered in our lot. (If a boat arrives uncovered, it will remain uncovered while at Midwest MasterCraft.)