

# BWML NOTICE TO TERMINATE CONTRACT FORM

(Version 02.09)



## INSTRUCTIONS TO THE CUSTOMER:

Please complete the shaded grey boxes (where applicable) and then take the form to your local BWML marina or post it (no stamp required) to **FREEPOST BWML CENTRAL FINANCE, Sawley Marina, Nottinghamshire, NG10 3AE.**

Termination will be in accordance with the current **BWML Terms & Conditions.**

## TERMINATION DETAILS

Marina	[Shaded box]										
Date of Notice (DD/MM/YY)	[Shaded box]	[Shaded box]	[Shaded box]	[Shaded box]	[Shaded box]	Expected Departure Date (DD/MM/YY)	[Shaded box]	[Shaded box]	[Shaded box]	[Shaded box]	[Shaded box]

## CUSTOMER DETAILS

Customer Number	[Shaded box]
Full Name	[Shaded box]
Address	[Shaded box]
Town/City	[Shaded box]
Post Code	[Shaded box]
Telephone	[Shaded box]
Mobile	[Shaded box]

## CONTRACT DETAILS

Boat Name & Number	[Shaded box]
Current Contract Invoice Number	[Shaded box]
Contract Start Date (DD/MM/YY)	[Shaded box]
Contract End Date (DD/MM/YY)	[Shaded box]

## KEYS RETURNED

Number of keys	[Shaded box]
Value to be refunded	£ [Shaded box]
Date keys returned (DD/MM/YY)	[Shaded box]

## TERMINATION REASONS (please tick one of the following options)

- 1  Moving vessel to another location
- 2  Reduce outgoings
- 3  Grade change warranting new Contract
- 4  Vessel length change warranting new Contract
- 5  Sold vessel that is not a boat (i.e. caravan) \*\*\*
- 6  Boat sold privately transferring the mooring to the new owner which will require a **BWML Sale on Berth Application Form** to be completed \*\*\*
- 7  Boat sold using BWML's full brokerage service \*\*\*
 

Date boat put on BWML brokerage (DD/MM/YY)	[Shaded box]
Date boat sold (DD/MM/YY)	[Shaded box]
- 8  Other (please give reason) [Shaded box]

\*\*\* If the Vessel has been sold and you want to put a different Vessel in your berth a **BWML Contract Application Form** must be completed for a new 3, 6 or 12 month Contract.

## Customer Comments

In order to continuously evaluate our service we would welcome your comments on your experience with BWML.

[Shaded box]
[Shaded box]
[Shaded box]
[Shaded box]

## AGREEMENT

Owner(s) Signatures	[Shaded box]	BWML Staff's Signature	[Empty box]
Date (DD/MM/YY)	[Shaded box]	BWML Staff's Full Name	[Empty box]

**MARINA USE ONLY**

Name of BWML Staff Member Who Processed Form		Electricity/Water Meter Reading (if Relevant)	
Number of Complete Months Used If 12 Month Contract		Number of Complete Months Left If 12 Month Contract	
Effective Termination Date for Credit Note (DD/MM/YY)		Date Form Scanned/Faxed to Central Finance (DD/MM/YY)	

Deductions if Applicable:  
 (Include full third party costs regardless of the unexpired portion of the third party service contracts for Platinum Moorings if already paid by BWML to third parties and debt on software systems other than SAP like Havenstar and Kudos).

Description	Amount
(a)	£
(b)	£
(c)	£
(d)	£
(e)	£
<b>Total Deductions</b>	£

**CENTRAL FINANCE USE ONLY**

Credit Note Number	9	Credit Note Value **	£
Credit Note Date (DD/MM/YY)		<u>Note:</u>	** If customer to remain in the marina then pro rata value by a fraction of 12, if customer leaving the marina use the 10% refund scale.
Date Cheque Refund Made (DD/MM/YY)		Total Refund Due	£
Date Contracts Database Updated (DD/MM/YY)		Date Customer's SAP Accounting Clerk Changed To K3 Using XD02 And Blocked Using XD05 If Debt Is £Nil (DD/MM/YY)	
Name of BWML Staff Member Who Processed Form			