

Trilogy Excursions Vessel Sign-Out Sheet

Process:

1. Submit Request to Reservations Manager or Ginger Lucy.
2. If requested trip date/vessel is available, Res Dept will send to Operations Manager (Stephen/Bobby) for approval.
3. Once signed off by RES & OPS. Form will be submitted to Ginger for final processing and payment collection
4. Sign out requests will be logged in the Vessel Request Spreadsheet. *V: Reservations/FAMs/Vessel Sign-Outs*

Employee Name: _____ Date of Request: _____

Requesting Vessel(s) (Check all that apply):

Trilogy I Trilogy II Trilogy III Trilogy IV Trilogy V Trilogy VI

Trip Date(s): _____ Alternate Date(s): _____

Trip Timing: _____

Trip Description & Purpose: _____

Staffing: You are required to find crew to work the trip. If you cannot find crew or do not wish to, check the box below and we will schedule staff and include the flat rate for crew in your trip cost.

**All crew (paid & volunteer) must be part of a DOT Drug Testing Program.*

Please find & Schedule crew for my charter. I agree to pay the \$ amount listed below.

Scheduled Captain: _____ Crew: _____ Crew: _____ Crew: _____

Fuel Surcharge: (OPS to fill in; average \$30-\$40 per vessel/hour) \$ _____

Staffing Charges (if applicable, OPS or Payroll to fill-in): \$ _____

Total Cost \$ _____

Employee Signature: _____

By signing out for said vessel(s), employee will be responsible for any damages and/or repairs. Vessel will be cleaned & ready for the next working day. I also agree to fuel and staffing charges when applicable.

OFFICE USE ONLY:**Required Signatures (no exceptions):**

1. Reservations Mgr: _____ Date: _____

2. Dir. of Operations: _____ Date: _____

3. BlueRez Confirmation & Payment Info: _____