

Boat Name: _____

Expected Dates at NSY: _____



SAFE HARBOR
- NEWPORT SHIPYARD -

MAILROOM HOURS M-F 8AM-4PM

Mailing Information

We do our best to get you your mail and packages, but it always helps to have a list of the crew on board.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

When packages arrive at Safe Harbor Newport Shipyard we log them into a computer system that will automatically email you when you have a package. What is the best e-mail address for us to have on file? _____

Below is an example of how mail and packages should be addressed:

Boat Name
Attn: Crew or Captain Name
Your Local Phone Number
1 Washington Street
Newport, RI 02840 USA

Safe Harbor Newport Shipyard does not assume liability for any packages shipped to our address, this is done so at your own risk. Missing packages must be reported to our Shipping Department within 30 days.

All customers are responsible for collecting packages they know are being delivered. We will not store packages for more than 30 days unless a special arrangement has been made in writing with the Shipping Department.

Safe Harbor Newport Shipyard ships outgoing mail strictly through UPS. Any and all packages which need to be shipped via a different carrier will be outsourced to a third party logistics firm at the expense of the customer.

If you need your packages forwarded to your next destination, please let us know before you leave, or email madams@shmarinas.com regarding forwarding.

-Please return this form to the Ship Store or Mailroom-