

Support Services Price List

Issued: 1 January 2018

Payroll Services

Implementation and management of the monthly payroll for the crew of the yacht. Where applicable, this includes the calculation and payment of appropriate withholdings to the US IRS to ensure the correct disbursement of all payroll taxes.

Fees

1. Our service fee for yachts with up to ten (10) crew members, we charge a flat rate per full-time crew paycheck of \$50. For yachts with more than ten full-time crew members, we customize a quote based on the specific program.
2. There are additional fees for domestic (\$20) and international (\$40) wire transfers.

Fees are payable in advance and are charged per pay period.

Accounting Services

Standard bookkeeping services are billed monthly based on the size of the vessel. These services include: budget creation, monthly reports to the owner, petty cash reconciliation, providing credit cards if needed, bill pay and payroll service is also included at no additional charge to the fees listed below.

Yacht Length (ft)	Monthly Fee
80 – 120	\$2,000
121 – 160	\$3,000
161 – 200	\$4,000
201+	\$5,000

Shore Support Services

Our team offers a wide variety of support services to assist the captain in the safe and efficient operation of a vessel. We believe the captain is the best manager of a yacht. The Luxury Yacht Group staff is available to offer expertise in many categories, as well as support activities such as crew administration and yacht operations. These services are only offered to our clients that utilize our accounting services.

Mini ISM

Our experienced team is able to provide assistance to the captain and crew to implement and maintain an effective mini-ISM program on board.

Fees

1. Set-up fee: \$3,000
2. Annual maintenance fee: \$3,000
3. Recommended annual audit by Luxury Yacht Group representative with fees for all time and materials.

Time and Materials

Unless otherwise indicated additional services are charged on a time and material basis:

Rupert Connor - \$300 per hour

Senior Personnel and account managers - \$130 per hour

Logistical support and junior personnel - \$85 per hour

The company, or a qualified representative of the company, will be available 24 hours per day, 7 days per week to support the yacht as necessary.

Additional Services

Yacht Operations/Logistics

- a) Sourcing parts/supplies/vendors as requested
- b) Annual audits
- c) Port Authority charter taxes
- d) Provide mail address for parts; forward parts as necessary
- e) Bunkering and dockage arrangements
- f) Flag state and classification society vessel arrangements

Crisis Support

- a) Major technical failure
- b) Crew or guest emergency
- c) Logistical emergency

Crew Administration

- a) Crew health insurance
- b) Flag state manning requirements
- c) Assist in visa/immigration process
- d) Crew logistics/travel arrangements
- e) Provide flag state approved Seafarer's Employment Agreements

Major Refit

- a) Establish specifications and work list for refit
- b) Interview prospective contractors
- c) Negotiation of contracts
- d) Selection of onsite personnel
- e) Continuous or part time management of refit process
- f) Control of stage payments as contract specified completion levels are met
- g) Coordination of classification society or surveyor attendance

Additional Reporting (not covered in bookkeeping services above)

- a) Interim reports requested outside of the normal reporting schedule.
- b) Review of APA/Charter accounting

Pre-Employment screening

- a) Criminal background search - from \$100
- b) Hair sample drug test - \$150 per test
- c) Urine drug test - \$75 per test