



Shore Support Services Price List Issued: February 2023

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. Crew management services to provide contracts and health insurance as needed are also available. We aid with the onboarding process of each new crew member, ongoing administration of crew documentation and departure protocol.

Fees

1. One-time fee of \$2,000 to set up payroll for the vessel.
2. Following setup, there is a flat rate charge of \$65 per crew paycheck.
3. The fee above includes payment to any single world wide bank account. Wire or ACH.
4. Emergency payments outside regularly scheduled payroll will incur a rush fee of double the normal charges.

Fees are payable in advance and are charged per pay period. No payroll is sent without prior funding.

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 – 100	\$3,000
100 – 120	\$4,000
121 – 160	\$5,000
160'+	\$6,000

Customized quotes are also available for multiple yacht programs and your specific situations. Please utilize these listed prices as a guide.

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

LUXURY *Yacht* GROUP

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.

Prices for shore support start at \$90 per hour.

Mini ISM

Our experienced team can aid 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 for every audit performed.
3. Plus, expenses for required annual audit

Full ISM & ISPS Compliance

We are one of the few yachting companies to have ever run commercial yachts to the ISM standard for small SOLAS passenger ships (<36 passengers). We specialize in listening to our clients and customizing our operating handbook around the way that you already operate your yacht.

Fees

1. Set-up fee: \$20,000
2. Monthly maintenance fee: \$4,500
3. Plus, expenses as required for annual audit / flag state endorsements

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 - \$140 per hour

Logistical support and junior personnel - \$90 per hour

The company, or a qualified representative of the company, will be available 24 hours per day, 7 days per week to support our contracted yachts 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) Pre-employment physical – from \$300
- b) Criminal background search – from \$150
- c) Hair sample drug test – \$150 per test
- d) Urine drug test – \$100 per test