

## Shore Support Services Price List Issued: 1 May 2019

### 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 \$1,500 to set up payroll for the vessel.
2. Following setup, there is a flat rate charge of \$50 per crew paycheck.
3. Domestic transfers are free and wire transfer fees are charges as applicable.
4. Single payments outside regularly scheduled payroll will incur hourly charges.

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	\$2,500
121 – 160	\$3,500
161 – 200	\$5,000
201+	\$6,000

Customized quotes are also available for multiple yacht programs and specific situations.

### 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) 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