



## Shore Support Services Pricing

Rev. 11/2/24

### Payroll Services

Payroll includes 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 sent to any worldwide bank account via wire or ACH.
3. Emergency payments outside regularly scheduled payroll are \$130.

Fees are paid in advance and are charged per payment made. No payroll is processed without prior funding.

### Accounting Services

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, and providing crew credit cards, if needed. Bill pay and payroll service are also included at no additional charge.

Yacht Length (ft)	Monthly Fee
80 – 100	\$3,000
101 – 120	\$4,000
121 – 160	\$5,000
160+	\$6,000

Customized quotes are also available for multiple yacht programs and unique 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 can provide assistance to the captain and crew to implement and maintain an effective mini-ISM program on board.

Fees:

1. Initial Set-up and Training Fee: \$3,000
2. Annual Maintenance Fee: \$4,000 for every audit performed
3. New Captain Training: \$2,000
4. Plus expenses as required for 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. Initial Set-up and Training Fee: \$20,000
2. Monthly Maintenance Fee: \$5,500
3. New Captain Training: \$2,000
4. 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 - \$350 per hour
- Senior Personnel and Account Managers - \$220 per hour
- Logistical Support and Junior Personnel - \$90 per hour
- Plus expenses as required

A qualified representative of the company will be available to support the operations of the yacht anywhere in the world upon request / agreement.

## Additional Services

### Yacht Operations/Logistics

- a) Sourcing parts/supplies/vendors as requested
- b) Annual audits
- c) Port authority charter taxes
- d) Provide delivery mailing address for parts and forward parts as needed
- 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 staged payments as contract-specified completion levels are met
- g) Coordination of classification society or surveyor attendance

### Additional Reporting (not covered in bookkeeping services herein)

- 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