



Accommodation in Port Macquarie P/L T/As

Motel Assist

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Fees for Services

Services Offered:

Four levels of service, allowing you to choose what level suits you.

- | | |
|------------------------------|---|
| 1. Supply of Software:- | Email only. (Four software titles + completed reports for reference) <ul style="list-style-type: none">i. Quick Motel Analysisii. Basic Financial Analysisiii. Full Financial Analysisiv. New Motel Assessment |
| 2. Explanation of Software:- | Instruction & telephone assistance over Skype |
| 3. Further Information:- | Assistance & information on an hourly basis |
| 4. A complete purchase:- | Based on either a flat fee or percentage of purchase price |

1. Supply of Specialised Software: \$385.00 including GST

This allows you to enter the information and carry out the analysis yourself, purchase the software for \$385.00 Inc GST which is downloaded over the internet. There are four software programs prepared in Microsoft Excel 2003.

2. Assistance in understanding the software – 2 hours: \$165.00 including GST \$99.00 per hour thereafter

For this service to be available it will be necessary for you to subscribe to Skype a free VoIP telephone program. To load the program go to www.motelinfo.com.au click on the **GUEST** icon at the top of the web page and then click on **"Set up Skype"**. If you do not have video, it is suggested you purchase a webcam allowing visual communication.

3. Further Information on an hourly basis: \$99.00 per our inc. GST

I have compiled work sheets to assist with every aspect in the assessment of a motel business. You can elect to have these work sheets sent to you allowing you to carry out the inspections or you can commission me to complete the reports on your behalf. It is prudent that you attend the physical inspections with me.

The cost for this assistance is \$99.00 (including GST) per hour plus travelling at a negotiated fee per hour.

4. A Complete Purchase includes all software programs:

An entry fee of \$11,000.00 inc.GST with a percentage fee between 2.5% to 4% based on a percentage of the purchase price of Freehold or Leasehold motel businesses. Excludes detailed information on Restaurants.

Services available to the complete Purchase

- a) Prepare a finance application with a projected 1st year trading Profit & Loss Account, a projected 2-year cash flow on the motel business, a financial risk assessment and break-even confirmation. If I secure the finance for you and receive a fee from for this service I will credit that fee against the negotiated fee.
- b) Assist you prepare an inventory of plant fixtures and fittings to be annexed to the contract.
- c) Inspect the condition, structure, plant fittings and fixtures, room furniture and bathroom layout of the motel.
- d) Establish a market value for the motel and plan a negotiation strategy.
- e) On completion of sale, carry out the following duties.
 - a. Stock Take
 - b. Inventory check
 - c. Adjust cash floats and deposits from forward bookings
 - d. All other financial adjustments.
 - e. Liaise with both Solicitors and financial institutions to complete the settlement.
- f) Assist in the set-up of front and back office systems.
- g) Set-up cleaning programs from proven work sheets supplied and compare existing cleaning chemicals with a selection of proven safe effective cleaning chemicals.
- h) At some stage a Business Plan can be structured on a motel without a restaurant which is an on-going situation. I find Business Plans are futile when you have not operated the motel for at least 6 months. A generic plan can be supplied to give you a base to work from which is acceptable by the four main Banks.

Yours faithfully,

Russ Dodson
Licensed Business Agent

Assisting in the acquisition & operation of motels