



Annexure: A

Fees for Services

Information and assistance given but no on site attendance due to distance

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)
i. Quick Motel Analysis
ii. Basic Financial Analysis
iii. Full Financial Analysis
iv. 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 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". 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.

4. A Complete Purchase includes all software programs:

A flat fee of \$5,500.00 inc.GST Excludes detailed information on Restaurants.

Services available to the complete Purchase

- a) Prepare an application to source finance 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 my fee.
- b) Establish a market value for the motel and plan a negotiation strategy.
- c) On completion of sale, supply forms and paper work to 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.
- d) Offer proven accounting software and systems in the operation of the front and back office.
- e) Set up cleaning programs from proven work sheets supplied and compare existing cleaning chemicals with a selection of proven safe effective cleaning chemicals.
- f) A Business Plan can be structured on a motel without a restaurant. 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 would be acceptable by the major Banks. If a restaurant is involved this requires a completely different and more complex preparation which is not included in this service.
- g) Introduction to Motelinfo and assistance during the first few weeks of operation.

Yours faithfully,

Russ Dodson
Licensed Business Agent
30/10/2011