**BUDGET / CONTRACT REVIEW**

**RECORD SHEET**

**Client:**

**Vessel:**

**Budget Code/Project Number**:

The content of the attached pre-contract documentation prepared, should be reviewed by the departments shown and comments added to part One (as appropriate).

These comments will form part of the pre-contract negotiations between the Company and the Client.

Part Two should be used as a final record of approval of the budget(s), and the relevant contract.

|  |
| --- |
| **PART ONE: COMMENTS** |

1. **Operations Department**

**2. Marine Operations Department**

**3. Hotel Operations Department**

**4. Crew Operations Department**

**5. Finance Department**

**6. Insurance Department**

**7. Legal Department**

|  |
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| **PART TWO: APPROVAL** |

**Function:**

**Operations Department Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Managing Director**

**Marine Operations Department Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Marine Operations Director**

**Hotel Operations Department Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Hotel Operations Director**

**Crew Operations Department Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Crew Operations Director**

**Finance Department Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Financial Manager**

**Insurance Department Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Insurance Director**

**Procurement Department Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Procurement Director**

**Business Development Department Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Business Development Director**

**Legal Department Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chief Executive Officer**

**V. Ships Leisure SAM**