

The fees and expenses we charge for our legal services are as follows:-

Fees are based on the work undertaken and the time taken to complete that work;

- Each hour is made up of ten six minute units. Each unit of six minutes (or part thereof) of work undertaken on a matter, including attendances upon the client and the review, drafting and preparation of documents, will result in a charge of 1/10th of the hourly rate. A standard letter written (i.e. a one-page letter) is deemed to be equivalent to one unit and every page thereafter is charged at a further unit. Telephone calls made or received are charged on the basis of units used (or part thereof) in relation to the telephone call. Letters received are charged at 1/20th of the hourly rate. E-mails sent and received are charged at the equivalent rate to letters written and received.
- VAT is added to the hourly rate applied applicable at the time the work is undertaken. The current rate of VAT is 20%.

Having regard to the above matters the following applies in connection with the legal services that we shall provide to you.

- The work in connection with this matter will be undertaken by the appropriate level of staff for the work involved. The applicable hourly rates applied are as follows:-
 - Directors, Solicitors, Licensed Conveyancers, Legal Executives and fee earners of equivalent experience with over four years post qualification experience - £263.00 per hour;
 - Solicitors, Licensed Conveyancers and Legal Executives and fee earners of equivalent experience with less than four years post qualification experience - £232.00 per hour;
 - Trainee solicitors, para legals and other fee earners - £119.00 per hour
 - All other members of staff £146.00 per hour.
- In the event that the legal services required are particularly complex or urgent, or the nature of your instructions means that we have to work outside normal office hours then the hourly rate may be increased to reflect this additional work. We will seek to notify you beforehand of any such increase save in exceptional circumstances, in which case we shall notify you as soon as reasonably practicable.

We seek to be flexible on our fees and are able in many cases either at the outset or following a review of the documentation received to agree a fixed fee, or a cap on fees. In the event that no such agreement is reached the default rate to be applied to the legal services will be the hourly rate applicable at the time that the legal services are provided.

We consider that each client has its own individual requirements and we seek to tailor our services to our clients individual requirements and accordingly will provide a specific and bespoke quotation for the legal services required.