

EXAMPLE

SCHEDULE SETTING OUT COSTS AGREEMENT

- All work carried out by a Partner of the firm on your behalf will be charged at £470.00 including VAT per hour, with letters and telephone calls charged at £47.00 each, unless they last for six minutes or longer in which case they will be charged at the appropriate proportion of the hourly rate. No charge is made for incoming letters but a time charge is made for consideration and action on such letters.
- All work carried out by an Assistant Solicitor will be charged at £323.12 including VAT.
- All work carried out by a trainee will be charged at £205.62 including VAT.

The fee for the initial meeting is [] including VAT. The costs of further work will be discussed with you at the meeting.

Signed

Date

[Name]– File No: []
[Date]