

# FEE CHARGING SCHEDULE

Subject to any written agreement to the contrary the fees for any work carried out by Brazenall & Orr shall be charged having regard to the undernoted schedule. In assessing the fees we (or any independent external fee charger who may be asked to assess the fees such as an Auditor or Law Accountant) take into account a number of important factors, including: the value of the transaction, the complexity and difficulty of the matter, the skill, knowledge and responsibility involved, the urgency of the matter and the place where we are required to carry out the work. Accordingly the rates set out in the schedule are for guidance only and the fee charged in any particular case may be subject to a higher rate. In addition to these fees VAT is payable at the rate for the time being in force together with the full cost of any outlays incurred.

The unit charge to be applied from 1 January 2021 is £22.00. This figure is revised annually in January and any revised figure will be intimated to you in writing.

## SCHEDULE

	<b>Rate per Hour/Sheet/Page</b>	<b>Charge</b>
<b>A. DOCUMENTS AND PAPERS</b>		
<b>1. Drawing (to include engrossing):</b>		
(i) Deeds; documents intended to have contractual effect; Court Writs (other than simple debt recovery); Court pleadings; Affidavits; Motions of substance; financial statements and accounts except Solicitors' business accounts; inventories (other than inventories of Writs) and relative schedules'; memorials for opinion.	5 units per sheet	
<i>Note: Where a pro forma document has been used and variables simply inserted or standard clauses inserted the rate for that part of the document will be</i>	3 units per sheet	
(ii) Other papers to include Transfers; Minutes of Meetings; Statements; Routine or straightforward Motions; simple debt recovery Court Writs	3 units per sheet	
<i>Note: length of sheet – 250 words. Part of a sheet is charged as one sheet. A sum or quantity of one denomination stated in figures (e.g. "£25,564") is counted as one word; "£25,564.75" is counted as two words; "254 feet 11 inches" is counted as four words.</i>		
<b>2. Copying – by any means</b>		
No charge up to 50 pages copies in the whole matter.		

	<b>Rate per Hour/Sheet/Page</b>	<b>Charge</b>
Over 50 pages (whether 50 copies of 1 page or 1 copy of 50 pages or whatever)	0.02 units	
<b>B. TIME</b>		
Time spent conducting a trial, proof or formal debate Hearing before a Court including a Tribunal, Enquiry, Licensing Board or Arbiter	12 units	
<i>Note: This does not include waiting time which will be at normal time rate.</i>		
For all time spent, where not otherwise provided	10 units	
<i>Note: Time occupied in travelling or waiting to be included where appropriate.</i>		
<b>C. CORRESPONDENCE</b>		
<b>1. Letters (except as aftermentioned), faxes, e-mails, (only one charge if going to several people), letters with cheques</b>		
Each page of 125 words or part thereof	1.25 units	
<b>2.</b>		
(a) <b>Formal letters (i.e. acknowledgments/confirmatory letters) and circulars</b>		0.5 units
(b) <b>letters of a similar nature (i.e. the same letter going to several people) for the second and subsequent letter irrespective of length</b>		0.5 units
<b>3. Telephone Calls</b>		
First 6 minutes (or part thereof)		1 unit
Over 6 minutes	10 units	
Formal phone calls (acknowledging/confirming)		0.5 units
<b>D. SPECIFIC ITEMS</b>		
<b>1. Registration of Writs</b>		

	<b>Rate per Hour/Sheet/Page</b>	<b>Charge</b>
Recording writs, including warrant of registration, certificate of value/exemption clause where necessary, presentation writ, receiving writ or an extract or extracts		3.25 units
<b>2. Quick copies and Extracts</b>		
Where ordered after date of recording		2.25 units
<i>Note: Where extracts of several deeds are ordered at the same time, charge 2.25 U for the first and 1 U each for the others</i>		
<b>3. Lending/delivering titles and other papers</b>		
Each lending		2.25 units
Inventory (including copy). Each Sheet	1 unit	
Notes:		
(i) to cover receipt and delivery;		
(ii) inventory to be charged only if more than three writs are lent or delivered;		
(iii) no charge should normally be made for delivering papers, titles, etc., direct to client or former client. However where they are delivered by one Solicitor to another Solicitor in accordance with a mandate or other written instructions, a fee may be charged.		
<b>4. Acting as Notary</b>		
(a) Notarial certificates and attestations and similar acts, where not specially provided for by statute or statutory instrument to include notarising Court Affidavits - each		3 units
<i>Note: This fee does not include the drawing or revising of the document to be notarised - See Paragraph A(ii)</i>		
(b) Notarial copies. Each sheet	1 unit	
(c) Maritime protests:		
(i) Noting protests		
(a) against wind and weather;		
(b) in cases of collision;		
(c) with reference to claims for demurrage and damages; and		
(d) in special cases requiring detail of circumstances	10 units	
(ii) Drawing instrument and necessary documents		

	<b>Rate per Hour/Sheet/Page</b>	<b>Charge</b>
(iii) Attendance at execution of protest	5 units	
		3 units
<b>5. Redemption of feuduty (compulsory or voluntary)</b>		
Issuing a redemption notice or receipt, or duplicate or original receipt		3.25 units
<b>6. Summary Criminal Complaints</b>		
(a) Guilty Plea		15 units
(b) Full Investigation followed by Guilty Plea		50 units
(c) Not Guilty Plea and Trial where Trial does not exceed 2 hours		65 units
For each additional half hour or part thereof	5 units	