

PRIVATE CLIENT TERMS OF BUSINESS AND FEE CHARGING ARRANGEMENTS

At your first interview we shall check if you are eligible for Legal Aid. If you are not eligible for Legal Aid we shall advise you of our private client charging rate.

The professional charges of solicitors are calculated by reference to the time spent with you and on your behalf at an hourly rate of payment based upon the expertise and experience of the solicitor representing you. You will be advised of this rate at the outset and handed two copies of this note, one of which shall be for you to keep.

You will be asked to sign the second copy and return it to us as confirmation that you agree to pay our professional charges.

Letters written and telephone calls made and received are charged at one tenth of the hourly rate.

VAT is payable upon our professional charges in every case.

Disbursements are payments which you authorise us to make on your behalf to third parties, and are payable in addition.

We will ask you to pay the cost of your initial interview at the end of that interview.

If your instructions are ongoing we will ask you to pay a deposit on account of future professional charges. This deposit shall be paid into your Client account with us and held there until the end of the case.

During each month of your case we will send to you a bill of costs in respect of the work done for you in that month. These monthly bills of costs are payable by you upon receipt.

The advantages to you of this accounting system are:

- You can budget to meet your costs each month.
- You can pay by instalments as the case progresses.
- You remain actively involved in the cost management of your case.

Payment may be made in cash or by cheque or by debit or credit card.

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Paul Dodds Solicitors

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CLIENT