














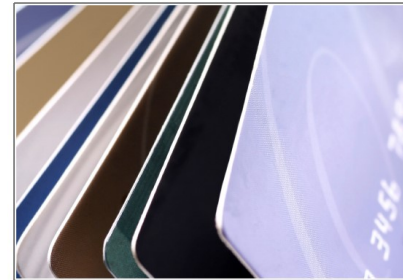


We can offer legal advice on the following:

-  Wills, Probate & Trusts
-  Inheritance Claims
-  Commercial Property
-  Residential Conveyancing
-  Company/Commercial
-  Landlord & Tenant
-  Debt Collection
-  Business
-  Employment
-  Personal Injury
-  Motoring
-  Crime
-  Building Property Disputes
-  Partnership Disputes
-  Family

A Guide to Standard Legal Costs



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Standard Costs Information

At our first meeting we will discuss as appropriate:

- Whether you are eligible for public funding (Legal Aid)
- How to make an application for a Public Funding Certificate
- Whether you have any insurance policies which provide legal expenses cover

You should check in particular the following:

- Employers Liability
- Union Benefits
- Personal Accident Over
- Motor Insurance
- Private Medical Insurance
- Legal Expenses Insurance
- Cover available under credit/debit cards

We generally charge you for:

- The time spent on your matter
- The number of letters and telephone calls

All our charges (costs) are subject to VAT at the appropriate rate. These must cover the overheads of running the business including staff wages, the cost of buying, maintaining and repairing computers and office equipment, insurance, telephones, electricity and other standing charges.

Our charge rates are reviewed in June each year. If your matter has not finished before the next review the rates may increase. We shall let you know if a new rate will apply.

Our costs cover all work you have instructed us to undertake and we shall let you know what those costs will be. If you instruct us not to complete the work, a charge will be made for the work which has already been carried out for you.

We will keep you informed about the costs which are being incurred on your behalf. In any matter that is likely to take more than 6 months to deal with we will report to you at least every six months with an estimate of cost incurred to date and details of any disbursements.

You may wish to set a limit on costs to be incurred without further agreement. If at any time you wish to know how much your costs are, please ask and we shall provide details.

Disbursements

In addition you will have to pay any expenses which we pay on your behalf. These expenses are called disbursements.

Payment

It is normal practice to ask clients to make payment on account of anticipated costs and disbursements.

It would be helpful if you could meet such requests promptly but if you have any difficulty please let us know.

If you pay money to us on account of costs, we retain the interest on such money. We may deliver bills to you at regular intervals for work carried out during conduct of your case. This assists our cash flow and enables you to budget for the costs.

You will understand that if payment is not made we must reserve the right to refuse to do any further work. The full amount for the work carried out up to that point must be paid for.

Accounts should be settled as soon as possible.

We may charge interest on unpaid bills and will do so at the rate payable on judgement debts from one month after delivery of our bill.

Recovery of Costs

You may be entitled to have your costs paid by someone else, e.g. your opponents in Court Proceedings.

If your costs are to be paid by your opponent he/she is entitled to have your bill of costs approved by the Court. This is known as Detailed Assessment. In Detailed Assessment it is unusual for the Court to order your opponent to pay the full amount of your costs.

In particular please understand that your opponent will only be liable to pay those costs that have been reasonably and necessarily incurred in dealing with your case.

You may be required to pay the costs arising from excessive time or telephone calls if such costs cannot be recovered from your opponent.