



Schedule of Fees, Disbursements & Expenses June 2025

Introduction

Our aim is to operate a fee structure that is fair and transparent and that allows us to offer value-for-money. As the needs of our clients and the scope of each assignment we undertake varies, we offer a range of options as displayed in the following table.

Initial Consultation		
	By video-call or telephone up to one hour	Zero Cost
	In person up to one hour (up to 100 miles radius of TN23)	Travelling expenses only.
Fixed Price	An agreed cost for a specific project or piece of work which will exceed one calendar month (excluding disbursements and expenses).	Based on the scope instructed by the Client with a deposit of 50% in advance and 50% on completion.
Retention	Provides the Client with 2 days consultancy/project management per month to be used as instructed within the scope of the agreement. Subject to a minimum agreement term of 6 months.	£1200 per month payable in advance. <i>NB The client is at liberty to roll days over on two consecutive months so that in month 3 they have 6 days consultancy/project management.</i>
Flat Rate Engagements	We accurately record and invoice based on the specific amount of time we engage in a task for a Client, (billing on a minimum of one hour intervals).	Hourly Rate £ 80 Full Day (8 hours) £ 620 Week (5 full days) £2,900
Disbursements	Reclaim of expenses incurred for, as an example, application costs for licencing	Costs incurred plus 15% admin.
Expenses	Reimbursement of expenses incurred in support of the work undertaken for subsistence and travel.	Mileage £ 0.45/mile Rail Standard 2nd class Air Standard Economy Hotel Premier Inn type (DBB)