

Standard Terms of Business

The following are the Standard Terms and conditions of Business for Caesium Law Cost Drafting LLP.

i) **Servicing of Files/Documents**

We aim to prepare Schedules for approval by you within **5** working days from receipt of instruction.

We aim to prepare Bills of Costs for approval by you within **10** working days from receipt of instruction, dependent upon the size and/or complexity of the file.

N.B. the timescales indicated above are intended to be estimates only, and represent the maximum time periods we would hope to take in processing your work. We will **always** endeavour to process your files in the **minimum possible time**, without sacrificing **accuracy** and the **maximisation of your earnings**.

Specific terms and timescales may be agreed with individual Caesium clients.

ii) **Communication**

We undertake to keep you updated on a regular basis and specifically when progress is made, or when we require your further specific instructions.

iii) **Collection, receipt, delivery**

A formal acknowledgement will be provided for all files/documents by letter or email within 24 hours of receipt.

N.B. for regular work, we will arrange a **courier collection/delivery service free of charge**, or alternatively a Caesium staff member will provide this service (please note that unfortunately we cannot be held responsible for loss or damage to files/documents whilst in transit with a third party).

iv) **Charges/fees**

All charges will have V.A.T. applied at the percentage rate applicable at the date of invoice.

- Schedules of costs for Allocation/Listing, N252, Form H, Form I, and Claim 1 forms are all charged at **5%** of the profit costs as drawn.
- Bills of costs, Part 8 proceedings, Points of Dispute, Replies to Points of Dispute, Detailed Assessment and Advocacy work are all charged on an **hourly basis at Grade D fee earner rates**, appropriate to the relevant County Court area.
- We will seek to recover the costs detailed above from the paying party. If our charges were to be reduced by the Assessing Officer, we will not seek to recover the balance of fees from you.

v) **Settlement Terms**

Our invoice will generally be raised upon the conclusion of the matter, at which time your file will also be returned to you.

We require **settlement** of our accounts in full within **28 days** of the date of the invoice.

Late payment will incur penalty interest charges calculated at 4% above the current Natwest base lending rate, applied against the outstanding debt for each period of 28 days the account is overdue.