

**H R Harris & Partners
Chartered Accountants**

Standard Current Charge-out Rates: Insolvency

The Insolvency Practitioner and staff are charged out at standard hourly rates appropriate to their grade, as follows, and time is recorded in six minute units. Rates do increase periodically and all rates applicable and charged during the administration of this case are detailed below:-

All charge-out rates are shown exclusive of VAT.

| Position | Hourly Rate (£) |
|-------------------------|------------------------|
| Insolvency Practitioner | 300.00-340.00 |
| Manager | 180.00 |
| Case Administrator | 110.00-130.00 |
| Junior Assistant | 60.00-90.00 |
| Secretarial | nil |

Category 1 costs (approval from creditors not required)

| | |
|---------|-------------------------------|
| Postage | As per current postal charges |
|---------|-------------------------------|

Category 2 costs (approval from creditors required)

| | |
|-----------------------------|--|
| Meeting Room Hire | £50 plus VAT per meeting |
| Mileage | 45p per mile |
| Bank charges | As per transaction charges applied by bank |
| Photocopying | 15 pence per sheet |
| Faxes sent | 20 pence per sheet |
| Envelopes | 10 pence each |
| Document Storage | £1 per box per month |
| Destruction | £10 per box |
| Case set-up stationery cost | £6.00 |

Should you require clarification on any information contained above, please do not hesitate to contact HR Harris & Partners on 01792 643311.