



...whole picture

Eddie O'Hara & Co. Ltd



Registered Independent Social Worker / Consultant

MBASW – RSW - BA (Hon's) SPA – CQSW – PQCP – PQPT – PGCE (Primary) -QTS

Date....

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(Standard)

ESTIMATED COST FOR PROPOSED WORK

Client Reference;

Case Ref;

<u>Date</u>	<u>Fees</u>		<u>Costs</u> £				
	Professional Time £... PH (PT)	Travelling Time £...PH (TT)					
.....		<table border="1"> <thead> <tr> <th>P.T. Hrs</th> <th>T.T. Hrs</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	P.T. Hrs	T.T. Hrs			
P.T. Hrs	T.T. Hrs						
	(N.B. I only charge for hours actually worked)						
	<i>(Total Fees)</i>						
	<u>EXPENSES</u>		£				
Dates as above	Mileage at ...per mile.						
	<i>(TOTAL EXPENSES)</i>		£				
	<u>(ESTIMATED NET) TOTAL COST OF WORK</u>		£ + Exps				

(The above proposal excludes VAT, which will be charged at the standard rate of 17.5 %.)

****ACCEPTANCE AGREEMENT****

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If the above estimate is acceptable, please sign below, copy and return. In doing so it is acknowledging that you have had the necessary funding agreed and that you accept the liability to pay the fee and expenses above in full.

If the work is to be jointly funded, then the lead solicitor is responsible for ensuring that each party signs and returns a separate copy of these terms clearly outlining the % of the fees and expenses for which they agree to be liable. In such cases, joint liability must equal 100% of the fees and expenses.

An invoice(s) will be sent to you (all parties) at the completion of the assessment work once it has been submitted for filing. Further invoices will then be submitted following any court, review or conference attendance. It is expected that payment of all invoices will be made in full within 28 days of it being sent. I reserve the right to make an additional claim for any time spent chasing up late payment of my account.

Should any work unexpectedly render the above estimate to be insufficient in terms of time and cost, then I will notify the lead solicitor of these developments immediately and a review by both (all) parties may be necessary.

If any of the scheduled assessment sessions and / or other appointments, including panel or court hearings are cancelled, then I reserve the right to apply the following cancellation charges;

- Less than 1 working day notice 100% of anticipated costs.
- Less than 3 working days notice 50% of anticipated costs.

If the work proceeds and as a result of it, I am required to attend court / conference / review or professionals meeting to give evidence in relation to my report. Then the above party(s) agree to pay my hourly professional fee of £...00 (including waiting) and hourly travel time of £...00, plus any expenses.

Once the work has been started, should the assessment for any reason end prematurely, then the above party(s) agree to pay for hours worked up to that point, and any closure work / reports / court attendance still required.

I agree to the above work proceeding and payment of the costs and expenses anticipated.

Name.....Position.....Date.....

N.B.

1. Only once the above 'acceptance' is signed, returned and 100% of the liability covered, will I be able to confirm and 'book the work in'. Until then I can offer no guarantee that I will be available for the above work on the dates proposed.
2. Please note any undue delay in receiving the necessary bundle and papers, may delay the proposed times outlined above.