

## BRIDGEWOOD FINANCIAL SOLUTIONS LIMITED – FEE POLICY

### Hourly Charge Out Rates

In accordance with the statement of insolvency practice covering fees and disbursements, we are required to disclose to you our policy for recovering non-specific disbursements, and the charge out rates for the various grades of staff who may be involved in this case.

Staff Grade	Rate (£)	
	Pre 1 May 2016	Post 1 May 2016
Partner	250	300
Manager	180	200
Senior administrator	120	180
Administrator	80	120
Secretarial/Cashier	50	50

The rates are applied consistently across all insolvency appointments and presented for approval of creditors or a creditors' committee where appropriate.

### Disbursements and other costs

Disbursements incurred in the course of an appointment are recharged to the case in accordance with SIP9 regulations on all insolvency appointments.

Time spent on a case is recorded directly using a time recording system. This is allocated in units of 6 minutes.

### Category 1 disbursements

Bordereau/insurance:	Charged at cost
Statutory advertising:	Charged at cost
Statutory insolvency fees:	Charged at cost
Land Registry/Company searches:	Charged at cost
Postage:	Based on current postal charges
Storage:	Pro-rata per number of boxes per storage invoice
Telephone:	No charge

### Category 2 disbursements

Photocopying:	10p per copy
Room hire:	At cost if external  £120 if in house – charge will only be made when attendance of debtor/director/creditors is likely, and a meeting room has been set aside.
Fax:	50p per page either sent or received
Travel:	Taxis and public transport charged at cost  Car travel charged at 45p per mile
Stationery:	Charged at cost where appropriate