

DISBURSEMENTS RECOVERY POLICY

Category 1 Disbursements

Bordereau/insurance	Charged at cost
Case advertising	As per advertisers/agents invoice
Courier	Charged at cost
DTI IVA registration fee (in relevant cases)	Charged at cost
Room hire	External Room hire at cost
Fax	If charged, at cost
Land Registry/Searches	As per Land Registry, agents or Companies House invoice
Postage	Based on current postal charges. All outgoing circulars to be logged and recorded by case
Post re-direction	Charged at cost
Subsistence	If charged, at cost
Telephone	If charged, at cost
Stationery	If charged, at cost
Storage of Company Records	Charged at cost, currently £4.94 per box p.a.
Secure & Confidential Destruction of Company Records	Charged at cost, currently £4 per box
Identify verification searches to comply with Regulations	Charged at cost

Category 2 Disbursements

Photocopying	3p per copy – irrespective of size
Room hire	No charge for rooms made available in-house
Travel	Charged at cost for public transport and taxis. Car travel charged at 45p per mile

CHARGE-OUT RATES

In the event that the Officeholder is authorised to charge fees on a time costs basis, the current hourly rates, subject to periodic review, and chargeable in six minutes units are as follows:

a)	Partner	£375.00
b)	Director	£335.00
c)	Manager	£260.00
d)	Assistant Manager	£210.00
e)	Administrator	£150.00
f)	Insolvency assistant	£90.00