

## EXPENSES RECOVERY POLICY

### Category 1 Expenses

Bordereau/insurance	Charged at cost
Case Advertising	As per advertisers/agents invoice
Courier	Charged at cost
Insolvency Services IVA registration fee (in relevant cases)	Charged at cost
Room hire	External room hire 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
Stationery	If charged, at cost
External Storage of Company Records	Charged at cost, currently £4.94 per box p.a.
Retrieval of Company Records	Charged at cost, currently £7.50 per box
Secure & Confidential Destruction of Company Records	Charged at cost, currently £4 per box

### Category 2 Expenses

PEM do not charge any category 2 expenses

## 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	£476.00
b)	Director	£422.00
c)	Manager	£313.00
d)	Assistant Manager	£259.00
e)	Administrators	£154 to £209
f)	Insolvency assistant	£115.00

