

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 £5.59 per box p.a.
Retrieval of Company Records	Charged at cost, currently £9.35 per box
Secure & Confidential Destruction of Company Records	Charged at cost, currently £4.95 per box

Category 2 Expenses

PEM do not charge any category 2 expenses.

Charge-out Rates

a) Partner	£578.00
b) Director	£512.00
c) Senior Manager	£400.00
d) Manager	£330.00
e) Assistant Manager	£300.00
f) Administrators	£200 to £240
g) Insolvency assistant	£154.00

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A full list of partners can be found on our website.

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