



## TERMS AND CONDITIONS OF BUSINESS

### 1. **Appointment Times.**

No appointment shall be given until an official letter of instruction has been received, save with the authority of the psychologist acting as lead professional for the assessment.

### 2. **Minimum Charge.**

There will be a cancellation charge of £70 for any appointment cancelled 14 days or less prior to the date of the appointment. Appointments cancelled less than two working days before the date of the appointment will be charged at the full rate. If a court attendance is cancelled the following charges will apply:

- Seven days notice or more – no charge
- Less than seven days notice but more than two – 50% of full rate
- Less than two days notice – the full rate

### 3. **Estimates of costs.**

Estimates of costs for the work to be undertaken can be provided on request following the receipt of the letter of instruction. Where amendments to the estimate prove necessary these will be provided in writing before further work is undertaken.

### 4. **Payment.**

Payment of the invoice should be made 56 days after receipt of the invoice. Invoices not paid within this period may be subject to interest charges as detailed by the late payment of commercial debts (interest) act 1998. Such interest charges will be calculated and charged on a monthly basis upon the expiration of 56 days.

### 5. **Joint Instructions.**

Where joint instructions are received, the lead solicitor will be sent a copy of the report. S/he will be responsible for distributing the report to the other parties and the court. The final costs of the case will be divided between the parties as set out in the letter of instruction. An invoice shall be sent to each of the parties who will be individually responsible for payment of their part. Each individual party will be subject to the foregoing provisions.

### 6. **Files and Bundles.**

All documents and Bundles will be destroyed using a confidential shredding service 12 months after closure of a case, unless otherwise requested by the referring body.

## SCHEDULE OF FEES

1. Perusal of relevant papers and materials, interviews, observation sessions, professional consultations and meetings, preparation of reports and all work undertaken are charged at the hourly rate of £120 per hour.
2. Travelling is charged at £60 per hour, plus mileage.
3. Attendance at court is charged at the daily rate of £1,000 plus travel. A guaranteed half-day will be charged at £500 plus travel.