

Terms & conditions

Fees

Our fees are computed having regard to some or all of the following criteria:

1. The seniority and professional expertise of the persons necessarily engaged on the work;
2. The time expended by each;
3. The degree of risk and responsibility, which the work entails;
4. The overhead expenses of the firm and
5. The urgency and/or importance of the work to clients.

We will discuss and agree with you the actual basis of your fees however in general we charge in one or both of the following ways:

A - Actual time expended

Each director and member of staff maintains time sheets recording, in six-minute units, the time spent on all aspects of your affairs. Charge rates, applicable to each person and/or the type of work, are then applied to this time and invoices raised on a quarterly or monthly basis.

Charge rates are reviewed six monthly and will tend to change in line with wage inflation. They are available on request.

B - Quoted fixed fees

We agree, in advance, the work to be carried out, usually in the forthcoming year, and quote a fixed fee, to be invoiced on a quarterly or monthly basis over the period.

Any work, not covered by the quote will be invoiced on the actual time basis detailed in A.

Please note that quoted fees are dependent upon us receiving all the information we need in good time to meet regulatory time limits. You should check with us if you are unsure about what we need and when we need it.

Unless queried within 14 days of issue, invoices are payable in full on presentation and we reserve the right to charge interest at 3% above bank rates on any sums unpaid more than 30 days from the issue of the invoice.

Furthermore if invoices remain unpaid for more than 60 days from issue we reserve the right to cease or restrict further work in dealing with your affairs.

If only part of the invoice is queried then the balance is payable as detailed above.