



**TERMS OF TRADE:**  
(as at 1 February 2008)

- [i] Our terms of payment for established clients are strictly 14 days from date of invoice.
- [ii] We reserve the right to charge interest on all accounts outstanding over 30 days, charged at a rate of 1.2% per month.
- [iii] Payment of our fee is not conditional upon the recovery of your costs or the payment of money to you by your client.
- [iv] We accept instructions to amend or add to a completed bill of costs but reserve the right to render a further memorandum of fees where applicable.
- [v] Our percentage fee is based upon professional costs exclusive of disbursements. It is our policy in determining our fees to include those costs for which there is a reasonable argument for recovery. Please note that in calculating our fee we do not include any additional loading to instructions for brief or arguable costs included solely on your instructions or for the purpose of negotiation.
- [vi] Should the total of the professional costs be reduced by 15% or more on taxation at which we have appeared, we will be happy to review our fee for preparing the detailed bill. This policy does not apply to items included solely on your instructions nor to items disallowed through the solicitor's failure to keep adequate records.
- [vii] Our fee for the preparation of an assessment of costs provides for the calculation of an assessment of profit costs only. We reserve the right to charge an additional fee if work is required in relation to disbursements.
- [viii] Our minimum fee is \$100.00 inclusive of GST.