

ADL SOLICITORS

ABOUT YOUR BILL



The time spent on your matter for which you will be charged includes meetings with you and others, travelling, waiting, researching and considering, writing and receiving correspondence (including emails, faxes and other electronic communications), making and receiving telephone calls, preparing and working on documents, and making file notes. The time spent on your matter is recorded as units of one tenth of an hour and therefore this is the minimum amount of time we will charge for any piece of work undertaken on your matter (including a telephone call or handling an email).

ADL Solicitors
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London
EC4N 5AX
T: 0200 888 0300
Out of Hours: 0796 244 8000

Your solicitor's bill

All bills should show you the dates between which the work was done and enough information for you to decide whether the bill is reasonable. Sometimes your solicitor will accompany the bill with a print out of a computer time record or work summary. If you want

more information you may request a bill containing detailed items within three months of receiving a summary bill. This will then replace the summary bill and may be for more than the original bill.

Working out your solicitor's charges

The ways in which charges are worked out differ depending on whether your legal work has been contentious (with court proceedings) or non-contentious (with no court proceedings). In both cases your solicitor's bill should contain enough information for you to see what work has been done and what you are being charged for so that you can decide whether to get your bill checked.

Bills for contentious work

If the work involved a court case, your solicitor can send you either a brief summary of costs (called a gross sum bill) or a bill containing detailed items. If you receive a summary, you may ask for a bill containing detailed items within three months. However, you cannot ask for this if your solicitor has already started to sue you for the money. If you ask for a bill containing detailed items, it will replace the original summary and can be for more or less than the summary.

Bills for non-contentious work

Non-contentious work is work that has not involved the courts, but may involve some tribunals. Your solicitor may be prepared to give you more detail of the work that has been done, if you ask.

Getting your bill checked

If your bill is for contentious or non-contentious work you may get your bill checked by the court. This is called assessment. There are rules about the time when you can use this procedure and the procedure to follow.

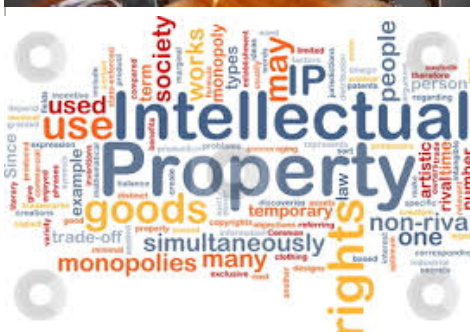


See our CLIENT CARE booklet for more information including how to complain about your bill or the services you have received.

We may submit bills on a monthly basis but may choose to submit bills at other intervals during the course of working on your matter. We may also submit a bill on or at any time after the conclusion of the matter or at the end of this agreement. Our bills are payable when they are submitted to you. All bills, whenever they are submitted, will be for final bills for the period to which they relate but this does not prevent us from invoicing you for expenses or time for that period on a subsequent bill.

We will explain where the urgency of the instructions or the deadlines of a case require an extraordinary amount of time to be spent in dealing with the matter quickly; this may result in an increased charge

We may ask you at any time to pay money in advance of any fees and expenses being incurred by us (known as 'payments on account'). If we ask you to make a payment on account, we will not be obliged to undertake any further work on your matter until you have made that payment (and if you do not make the payment we may cease acting for you). We will place any such payment into a client account and apply it, together with interest earned, if appropriate, against bills as they are rendered. Unless otherwise agreed, we will not normally incur a liability to pay a third party on your behalf unless we hold money to cover the cost.



**All fees quoted
are net of VAT
so remember to
add the 20% VAT
on top of our
estimated fees**

Overdue payment will result in automatic loss of discount and interest at 8% for fees calculated and accrued daily and 18% for disbursements

You are ultimately responsible for the payment of our fees, even if a court orders the other side to pay all or part of your fees, or if any other person has agreed to do so



If you are instructing us jointly in relation to any matter it is your responsibility to tell us at the outset of the Agreement if you require more than one person to give us instructions in relation to that matter. Otherwise, we will accept instructions from any one person and will not be responsible to any other person for any losses they may suffer as a result.

If we are advising more than one person (usually individuals, companies or other entities) we will, unless otherwise agreed by us in writing, act for those persons jointly and severally. If we are asked to deliver bills only to one person, those bills will nevertheless be payable in full by all other persons we act for under this agreement.

For companies, we are usually arising the company as well as Directors individually about their obligations, responsibilities and the like so both company and Directors individually are liable for our fees.

If we do not receive prompt payment of any bill, then:

(a) We may charge you interest (on a daily basis) on the unpaid part of the bill at the rate payable on judgment debts (the current rate at the date of this agreement being 8% per year) from the date of the bill until payment, unless it is determined that you do not have to pay that element;

(b) We may refuse to undertake any further work for you (whether in respect of the matter to which the bill relates or any other matter on which we are acting for you) until that bill is paid and/or we may stop acting for you; and

(c) We may retain any papers or documents belonging to you, together with our own records.