

**H R Harris & Partners
Chartered Accountants**

Standard Current Charge-out Rates: Insolvency

The Insolvency Practitioner and staff are charged out at standard hourly rates appropriate to their grade, as follows, and time is recorded in six minute units. Rates do increase periodically and all rates applicable and charged during the administration of this case are detailed below:-

All charge-out rates are shown exclusive of VAT.

Position	Hourly Rate (£)
Insolvency Practitioner	300.00
Manager	180.00
Case Administrator	120.00
Junior Assistant	90.00 & 60.00
Secretarial	nil

Category 1 costs (approval from creditors not required)

Mileage/travel	In compliance with HM Customs & Revenue limits
Postage	As per current postal charges

Category 2 costs (approval from creditors required)

Meeting Room Hire	£50 plus VAT per meeting
Bank charges	As per transaction charges applied by bank
Photocopying	15 pence per sheet
Faxes sent	20 pence per sheet
Envelopes	10 pence each
Document Storage	£1 per box per month
Destruction	£10 per box
Case set-up stationery cost	£6.00

Should you require clarification on any information contained above, please do not hesitate to contact HR Harris & Partners on 01792 643311.