

DUMMY FEE NOTE

Professional Fees of Mr John Smith

V.A.T. Registration No: 1234567

GLD – Case-Related
PO Box 678
WINCHESTER
SO23 5AB

or send by e-mail (in PDF format to):

gldcaserelated@boxit.co.uk

Sending fee notes by e-mail is faster with less risk of it going astray. **DO NOT** use this address for anything other than fee notes – it must not be used for correspondence/returning papers etc which incurs an additional cost to GLD if done.

19 Justice Street
Chambers
Temple
London
EC2Z 1XX
E: 123 Chancery Lane
TEL: 020 7583 1222
FAX: 020 7583 3456

E-Mail: clerks@19Justice.com
Website: www.19Justice.com

All GLD case references have 8 characters. Please make GLD's reference number as prominent as possible

Solicitors Ref: Andrew Other

Date: 6 Sept 16

Case Ref No: Z16XXXXX

Please quote on all correspondence

Please remember that GLD do not accept Rolling Fee Notes – only include new items – even if you are still awaiting payment of an earlier Fee Note.

Note that travel time & expenses are only payable if Counsel is instructed to work outside of their normal geographical area of practice, when it can be claimed from Counsel's home address.

A.Litigant -v- B. Government Department		Private		
Date	Description of Work	Fees	VAT	VAT Rate
FEES FOR LEGAL WORK				
1 Aug 16	Defence to additional claim: 5hrs 15 mins @ £100 per hour	525.00	105.00	20%
21 Aug 16	Attending Instructing Solicitor by telephone: 25 mins @ £100 per hour	41.66	8.33	20%
23 Aug 16	Preparing for Court Appearance: 4 hours 35 mins @ £100 per hour	458.33	91.66	20%
24 Aug 16	Appearance at Reading County Court, including waiting time: 2.5 hours @ £100 per hour	250.00	50.00	20%
TRAVEL TIME [IF PAYABLE – AT ½ HOURLY RATE]				
24 Aug 16	Travel from home in Woking to County Court in Reading: 1 hour 10 minutes @ £50 per hour	58.33	11.66	20%
24 Aug 16	Travel from Reading County Court to home in Woking: 1 hour 15 minutes @ £50 per hour	66.66	13.33	20%
EXPENSES [IF PAYABLE]				
24 Aug 16	Return rail fare from Woking to Reading (Anytime Return – standard class)	11.50	0.00	0%
Fees	Rate	VAT	Total Fees	
1,399.98	20%		£1,411.48	
11.50	0%	0.00	£279.98	
			Total Due	£1,691.46

If any of the lines of the Fee Note have a different VAT rate – this needs to be clearly shown

Please make payments to Mr John Smith
This is not a tax invoice

Please note that GLD's preferred method of payment is BACS and are phasing out payment by cheque. If we are paying you for the first time, we will need your bank details (account number and sort code).

