

S P FORD & Co. LIMITED CREDITORS' GUIDE TO FEES

Charge-out rates (from 1 May 2013)

Grade	Charge-out rate (£ per hour)
Director/Partner	200

Time costs are calculated at 6 minute units

Agent costs

These are charged at cost based upon the charge(s) made by the Agent instructed. The term "Agent" includes

- Solicitors/legal fees
- Auctioneers/valuers
- Accountants
- Quantity Surveyors
- Estate agents
- Other specialist advisors

Storage costs

Charged at actual cost incurred for storage (and retrieval, when appropriate) of records.

Other disbursements (from 1 May 2013)

Category	Basis of charge
Indemnity Bond	At cost of mandatory cover required in accordance with the Insolvency Act 1986 for each appointment
Insurance of assets	At cost in relation to asset coverage requirement
IT Charge	£100 per case
Company searches	At cost incurred
Travel	Motor vehicle at 50p per mile All other forms at actual cost
Room hire	At actual cost
Photocopying	No charge
Postage	At actual cost incurred
Facsimiles/Telephone	No charge
Other	At actual cost charged