

## Fees

Fees and expenses are payable at the time of the appointment unless I have made a prior agreement with you. Payment can be by bank transfer, cheque or cash, **but cannot be by card.**

My fees are based on the anticipated time for an appointment and my work relating to the appointment. For one straightforward document I would expect the fee would be £200 plus £35 for each additional document dealt with at the same appointment. If the document is more complex or more time is required in drafting or discussing the requirements of what is to be notarised with you or a third party my fees may be higher based on my hourly rate of £350. I will endeavour to estimate these to you beforehand.

If I have to travel to the appointment I will charge on my hourly rate for travel and any waiting time plus the cost of travel.

If the document is to be sent for legalisation there will be additional fees of £35 plus the expenses of the legalisation (agents' fees, Apostille fee, consular fee, courier etc) which will vary according to the type of legalisation required and which as far as possible will be notified to you when you make your appointment.

I do not charge VAT on my fees, but there may be VAT on some of the expenses paid out on your behalf.