

**Schedule 'A' – Scale of Costs for work done and services performed<sup>i</sup>**

<b>Item</b>	<b>Matter for which charge may be made</b>	<b>Charge \$ (including GST)</b>
	<b>General care and consideration</b>	
1	In addition to an amount that is to be charged under another item of this schedule, an amount for general care and consideration of the matter will be charged. The amount will be charged as a percentage the firm considers reasonable, having regard to the circumstances of the matter including, for example: <ul style="list-style-type: none"> <li>(a) The complexity of the matter;</li> <li>(b) The importance of the matter to the client;</li> <li>(c) The difficulty and novelty of any issues that arise during the firm's conduct of the matter;</li> <li>(d) The skill, labour, specialised knowledge and responsibility involved in the matter on the part of the Solicitor in the conduct of the matter;</li> <li>(e) The time spent by the Solicitor giving general consideration to the matter; and,</li> <li>(f) The time spent by the Solicitor researching and giving consideration to questions of law and fact in the matter;</li> <li>(g) The number and importance of the documents prepared or perused in the matter, without regard to the length of the documents.</li> </ul>	
	<b>Firm's discretion</b>	
2	For a matter for which a cost is not provided for in this schedule, the amount to be charged is the cost the Firm considers reasonable.	
	<b>Costs on a quarter hourly basis</b>	
3	If in an item of this schedule, costs in relation to a matter are charged on a quarter hourly basis the amount of the costs charged is: <ul style="list-style-type: none"> <li>(a) for less than a quarter hour spent on the matter – the cost of one quarter hour; or</li> <li>(b) for part of a quarter hour after the first quarter hour – a proportionate amount of the cost of one quarter hour.</li> </ul>	
	<b>Drafting documents</b>	
4	Pre-writing steps before drafting the text of a document, including gathering relevant facts and information (but not research of law) .....	As per Item 14
5	Drafting, revising or editing the text of an electronic copy of a draft document .....	As per Item 14
6	Revising, editing or settling text of hard copy of a draft document - for each 100 words.....	27.50
7	Preparation of final copy of document for distribution (including collation of attachments) - for each 100 words.....	6.60
	<b>Copying and printing documents</b>	
8	Copying or printing a document – for each page .....	1.10

<b>Perusing documents</b>		
9	Perusal of documents – for each 100 words.....	6.60
10	Informal perusal of document, not requiring any special examination or comparison – for each 100 words.....	4.40
<b>Examining or comparing documents</b>		
11	Examining a document or comparing documents in depth or voluminous or where perusal not necessary.....	As per Item 14
<b>Attendances</b>		
‘Attendance’ means and includes professional time spent (whether in person, by telephone or any other electronic medium) in attending to: advising; assembling evidence; conferring with you; drafting, editing and revising agreements, documents and correspondence; negotiating; inspecting documents; instructing Counsel; interviewing witnesses; preparing Briefs to Counsel; obtaining and receiving instructions in the matter; recording attendances in the matter; representation at Court, mediations and tribunals; travelling to and from conferences, Court, mediations and tribunals; and research and inquiry into facts (but not research of law unless the issue is novel or complex).		
12	Attendance by telephone that does not involve the exercise of skill or legal knowledge, or is short in duration .....	34.10
13	Attendance for a hearing or trial held at a place other than the town where the solicitor lives or carries on business:	
	(1) for the time spent in attendance at the hearing or trial – for each quarter hour	As per item 14
	(2) for the time the solicitor is absent from the solicitor’s place of business, including time used in travelling to or from the hearing or trial, other than in attendance at the hearing or trial:	
	(a) for an absence of 4 hours or less	660.00
	(b) for an absence of more than 4 hours – for each quarter hour in excess of 4 hours to a maximum of 8 hours	As per item 14 reduced by 50%
	(3) the expenses the firm considers reasonable for each day of absence, including Saturdays and Sundays; and	
	(4) the actual expenses of transport to and from the hearing or trial the firm considers reasonable.	
14	Other attendances, involving skill or legal knowledge – for each quarter hour, by:	
	(a) Principal/Accredited Specialist/Special Counsel .....	96.25
	(b) Associate or Senior Solicitor.....	82.50
	(c) Solicitor .....	66.00
	(d) Trainee Solicitor .....	55.00
	(e) Law Clerk .....	27.50

**Correspondence**

<b>15</b>	(1) A short letter or electronic communication of a formal nature, written or received, or forwarding a document without comment or advice .....	18.75
	(2) An ordinary letter, written or received .....	47.25
	(3) A special letter, involving skill or legal knowledge:	
	(a) Pre-writing steps before drafting the text of a letter, including gathering relevant facts and information (but not research of law) .....	As per Item 14
	(b) Drafting, revising or editing text of an electronic copy of a draft letter .....	As per Item 14
	(c) Revising, editing or settling text of hard copy of a draft letter - for each 100 words .....	27.50
	(d) Preparation of final copy of letter for distribution (including collation of enclosures) – for each 100 words.....	6.60
	(4) Forwarding documents ‘with compliments’.....	6.60

**Sending documents**

<b>16</b>	Postage, carriage or transmission of documents, in addition to the other costs allowed under this schedule:	
	(1) Facsimiles (transmission of facsimiles, sent or received)	
	(a) First page .....	7.80
	(b) Following pages – for each page.....	1.10
	(2) Postage of a document .....	0.88
	(3) For the postage, carriage or transmission of any other document, the amount the firm considers reasonable.	

**Electronic conduct of matters**

<b>17</b>	(1) Scanning (scanning of paper documents into electronic form) – for each page .....	1.10
	(2) Printing an email, sent or received, or other electronic form of message – for each page .....	1.10

**Fixed cost items (OPTIONAL)**

<b>18</b>	Application for Probate or letters of administration .....	990.00
<b>19</b>	Application for Transmission by death .....	660.00
<b>20</b>	Record of Death.....	550.00

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<sup>i</sup> Applies from 1 January 2011.