

Our Ref : 3

V.A.T Registration No:

Date & Tax Point: 27/01/2020

Payment Terms : Payable on receipt

Invoice No: 157-0050674

Fiscal Number :

**INTERIM INVOICE**

Claim Reference No: 2215/2018

Insured Name:

Claimant Name:

**TO OUR PROFESSIONAL CHARGES** in acting on your behalf in connection with advice provided

	VAT RATE	CHARGES £
<b>Professional Fees:</b>	20.00%	2,992.50
<b>DISBURSEMENTS:</b> Court Issue Fee Upload HMCTS - CC-Money claim £3,000-5,000	0.00%	205.00
<b>Subtotal Disbursements</b>		205.00
<b>Charges Subtotal:</b>		3,197.50
VAT @ 20.00%		598.50
VAT @ 0.00%		0.00
<b>TOTAL AMOUNT DUE:</b>		803.50
<b>LESS MONIES RECEIVED:</b>		205.00
<b>BALANCE NOW DUE:</b>		598.50

With Compliments

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**METHODS OF PAYMENT**

**By Bank Transfer**

Payment should be made to

Please make all cheques payable to

To make a payment by credit card, please contact our Credit & Collections Team

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### PROFESSIONAL FEES DETAIL

<u>Fee Earner</u>	<u>Date</u>	<u>Activity</u>	<u>Description</u>	<u>Worked Hours</u>	<u>Worked Amount</u>	<u>Billed Hours</u>	<u>Billed Amount</u>
	06/12/2019	LO Letter Fax Email - Out	Preliminary report	2.40	420.00	2.40	420.00
	06/12/2019	Telephone Call	Telephone Call to Advocacy to get availability of advocates who will be available to prepare Reply and Defence to Counterclaim.	0.10	16.00	0.10	16.00
S	06/12/2019	LO Letter Fax Email - Out	Work on letter to Defendant (Counter-Claimant) requesting extension of time for service of reply and Defence to Counterclaim.	0.30	48.00	0.30	48.00
	06/12/2019	Telephone Call	Telephone Call to re availability of junior barristers to prepare Reply and Defence to Counterclaim	0.20	32.00	0.20	32.00
	06/12/2019	LO Letter Fax Email - Out	Email out to re counsel for RDCC	0.10	16.00	0.10	16.00
	06/12/2019	Preparation	Work on preliminary report to insurers re background, liability, quantum, strategy and reserves	1.50	240.00	1.50	240.00
	06/12/2019	Letter Fax Email - In	Considering email in from Advocacy re estimate for Reply and Defence to Counterclaim.	0.10	16.00	0.10	16.00
	09/12/2019	LO Letter Fax Email - Out	Email out to Insured updating current position, confirmation of panel appointment and VAT status	0.30	48.00	0.30	48.00
	09/12/2019	Preparation	Work on preliminary report	1.30	208.00	1.30	208.00
	09/12/2019	Letter Fax Email - In	Considering email in from Ct agreeing extension of time for Defence to Counterclaim	0.10	17.50	0.10	0.00
	10/12/2019	Telephone Call	Telephone Call re Counsel for RDCC	0.10	16.00	0.10	16.00
	10/12/2019	Letter Fax Email - In	Considering email in from Claimant confirming agreement to extension of time for Reply and Defence to Counterclaim	0.10	16.00	0.10	16.00

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10/12/2019	LO Letter Fax Email - Out	Email out to Court re extension of time for Reply and Defence to Counterclaim	0.10	16.00	0.10	16.00
10/12/2019	Letter Fax Email - In	Considering email in from Insured confirming VAT status	0.10	16.00	0.10	16.00
10/12/2019	Letter Fax Email - In	Considering further email in from Insured re top level marketeer who worked on the Claimant's project	0.10	16.00	0.10	16.00
10/12/2019	Telephone Call	Telephone discussion with xxxx re reply and defence to counterclaim.	0.10	16.00	0.10	16.00
10/12/2019	Telephone Call	Telephone Call to xxx re availability of junior barristers to prepare RDCC	0.10	16.00	0.10	16.00
10/12/2019	Letter Fax Email - In	Considering email in from Insured with letter in support of strategy from fellow marketing consultant.	0.10	16.00	0.10	16.00
11/12/2019	Telephone Call	Tel Call to xxx o chase for recommendations of junior barristers for RDCC	0.10	16.00	0.10	16.00
11/12/2019	Preparation	Further work on preliminary report to Insurers	0.90	144.00	0.90	144.00
13/12/2019	Report	Preliminary Report	1.20	210.00	1.20	210.00
16/12/2019	Letter Fax Email - In	Considering email from insurers with instructions in relation to settlement and policy terms re: defence against advice	0.10	17.50	0.10	17.50
16/12/2019	LO Letter Fax Email - Out	Email out to Insured updating re EOT, DQ due today and dates of unavailability for hearing.	0.20	32.00	0.20	32.00
16/12/2019	Letter Fax Email - In	Considering Claimant's Directions Questionnaire	0.10	16.00	0.10	16.00
16/12/2019	Letter Fax Email - In	Considering email in from Insured re witnesses	0.10	16.00	0.10	16.00
16/12/2019	Letter Fax Email - In	Considering email in from Insured re dates of unavailability for trial and commenting re merits of counterclaim	0.10	16.00	0.10	16.00
16/12/2019	LO Letter Fax Email - Out	Email out to Insured re Directions Questionnaire, witnesses and dates of unavailability for trial	0.10	16.00	0.10	16.00
16/12/2019	Preparation	Work on Directions Questionnaire due today	0.20	32.00	0.20	32.00
16/12/2019	LO Letter Fax Email - Out	Email out to Court enc Directions Questionnaire	0.10	16.00	0.10	16.00
16/12/2019	LO Letter Fax Email - Out	Email out to Claimant enc Directions Questionnaire	0.10	16.00	0.10	16.00

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	16/12/2019	Letter Fax Email - In	Considering email in from Insurers with instructions on strategy and recommendations	0.10	16.00	0.10	16.00
	16/12/2019	Letter Fax Email - In	Considering email from Insured with suggested witness for inclusion in DQ and repeating earlier concerns re: viability of Ct's counterclaim	0.10	17.50	0.10	0.00
	19/12/2019	LO Letter Fax Email - Out	Work on update to Insured re instructions from insurers	0.20	32.00	0.20	32.00
	20/12/2019	LO Letter Fax Email - Out	Work on email to insured re liability, strategy, insurers' instructions and settlement offer	1.20	192.00	1.20	192.00
	23/12/2019	LO Letter Fax Email - Out	Finalising email out to Insured updating re Insurers' instructions and settlement offer	0.30	48.00	0.30	48.00
	23/12/2019	Letter Fax Email - In	Considering email in from of Insured re strategy for offer and comments on risks on liability	0.40	64.00	0.40	64.00
	23/12/2019	Telephone Call	Telephone Call from XXX of Insured indicating happy with proposed strategy	0.10	16.00	0.10	16.00
	23/12/2019	Letter Fax Email - In	Considering further papers from Insured in support of her fee claim	0.40	64.00	0.40	64.00
S	23/12/2019	LO Letter Fax Email - Out	Email out to Insured confirming settlement figure with insurers' and claimant's contribution.	0.40	64.00	0.40	64.00
	30/12/2019	Letter Fax Email - In	Considering email from Claimant accepting Insured's settlement offer	0.10	17.50	0.10	0.00
	03/01/2020	Letter Fax Email - In	Considering email in from accepting settlement offer and requesting insured re-issue invoice	0.10	16.00	0.10	16.00
	03/01/2020	LO Letter Fax Email - Out	Email out to Insured updating re settlement	0.30	48.00	0.30	48.00
S	03/01/2020	Letter Fax Email - In	Considering email in from Insured re settlement and credit note to Claimant	0.10	16.00	0.10	16.00
S	03/01/2020	Letter Fax Email - In	Considering email in from Insured with invoice for £1000 plus VAT to Claimant	0.10	16.00	0.10	16.00
	03/01/2020	Letter Fax Email - In	Considering further email from Insured with credit note for £1,800 plus VAT to Claimant	0.10	16.00	0.10	16.00

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03/01/2020	Letter Fax Email - In	Considering email in from Insured re credit note and invoices to Claimant and would be better for Claimant to pay her direct	0.10	16.00	0.10	16.00
03/01/2020	Preparation	Work on Tomlin Order recording terms of settlement between the parties	0.50	80.00	0.50	80.00
03/01/2020	LO Letter Fax Email - Out	Work on email out to Insurers updating re settlement and requesting settlement funds	0.30	48.00	0.30	48.00
05/01/2020	Preparation	Preparing draft Tomlin Order to send to Claimant for approval	0.40	70.00	0.40	70.00
05/01/2020	LO Letter Fax Email - Out	Email to Insurers advising of settlement and seeking payment of settlement monies	0.20	35.00	0.20	35.00
06/01/2020	Preparation	Further work on draft Tomlin Order/Settlement Agreement recording terms of settlement	0.30	48.00	0.30	48.00
06/01/2020	Letter Fax Email - In	Considering email in from Claimant re Insured's credit note and invoice and requesting confirmation of settlement on open correspondence	0.10	16.00	0.10	16.00
06/01/2020	LO Letter Fax Email - Out	Email out to Insured re credit note, invoice and draft Tomlin Order.	0.10	16.00	0.10	16.00
06/01/2020	LO Letter Fax Email - Out	Email out to Claimant re settlement, Tomlin Order and unable to confirm settlement in open correspondence	0.10	16.00	0.10	16.00
07/01/2020	Letter Fax Email - In	Considering email in from Insured confirming approval of Tomlin Order	0.10	16.00	0.10	16.00
07/01/2020	Preparation	Finalising Tomlin Order for issuing to Claimant	0.10	16.00	0.10	16.00
07/01/2020	LO Letter Fax Email - Out	Email out to Claimant with Tomlin Order for signing.	0.10	16.00	0.10	16.00
07/01/2020	Letter Fax Email - In	Considering email in from Insurers re settlement and confirmation of transfer of settlement funds	0.10	16.00	0.10	16.00
08/01/2020	LO Letter Fax Email - Out	Email out to Claimant chasing for signed Tomlin Order	0.10	16.00	0.10	16.00
08/01/2020	Letter Fax Email - In	Considering email in from Claimant re signed Tomlin Order	0.10	16.00	0.10	16.00
08/01/2020	Letter Fax Email - In	Considering letter from Court re small claims mediation service.	0.10	16.00	0.10	16.00
08/01/2020	LO Letter Fax Email - Out	Email out to Court enc Tomlin Order and advising settlement between parties reached	0.10	16.00	0.10	16.00

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Suk Kwen Leung	08/01/2020	LO Letter Fax Email - Out	Email out to Claimant confirming Tomlin Order filed at Court and reminder of settlement payment deadline	0.10	16.00	0.10	16.00
Suk Kwen Leung	08/01/2020	LO Letter Fax Email - Out	Email out to Insured updating re signed Tomlin Order, settlement and Insurers' contribution	0.10	16.00	0.10	16.00
Suk Kwen Leung	08/01/2020	Letter Fax Email - In	Considering email in from Insured querying Insurers' contribution figure	0.10	16.00	0.10	16.00
Suk Kwen Leung	09/01/2020	LO Letter Fax Email - Out	Email out to Insured clarifying clarification of Insurers' contribution and VAT invoice for our work	0.20	32.00	0.20	32.00
Suk Kwen Leung	09/01/2020	Letter Fax Email - In	Considering further email in from Insured again querying the VAT and insurers' contribution and VAT on DWF's final invoice	0.10	16.00	0.10	16.00
Suk Kwen Leung	09/01/2020	LO Letter Fax Email - Out	Email out to Insured clarifying her further query re VAT and insurers' contribution and our final invoice in due course	0.10	16.00	0.10	16.00
Suk Kwen Leung	10/01/2020	Letter Fax Email - In	Considering email in from Insured querying how VAT billing works and HMRC	0.10	16.00	0.10	16.00
Suk Kwen Leung	10/01/2020	LO Letter Fax Email - Out	Email out to Insured explaining the billing procedure to clarify her query re recovering VAT from HMRC	0.10	16.00	0.10	16.00
Suk Kwen Leung	15/01/2020	Letter Fax Email - In	Considering email in from S Insured re VAT and requesting first and final invoice before end of month	0.10	16.00	0.10	16.00
Suk Kwen Leung	16/01/2020	LO Letter Fax Email - Out	Work on email to Insurers with first and final invoice	0.10	16.00	0.10	16.00
Suk Kwen Leung	16/01/2020	LO Letter Fax Email - Out	Work on email to Insured with VAT invoice	0.10	16.00	0.10	16.00

**TOTALS: 3,062.50 2,992.50**

Your Ref : 2215/2018

Our Ref :  
*Please quote this  
when replying*

Date: 31/01/2020

Dear Sirs

**For the attention of:**

**Insured Name:**

**Claimant Name:**

**Claim Reference No:**

**RE: Invoice for Payment**

Dear

In accordance with your instructions we enclose our invoice for the work undertaken on the above matter for your kind attention.

We hope that the attached meets with your approval but please feel free to contact us if you should have any queries.

When sending your remittance you can do so either by cheque to our address above or by bank transfer if you prefer. **Please note our Account number for BACS payment is as per the details provided on the invoice.**

**Please quote our invoice number on the payment advice.**

We look forward to receiving your remittance for the balance of £598.50 at your earliest convenience.

Yours faithfully,

LLP

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is a limited liability partnership registered in England and Wales with registered number xxxxxxxx is authorised and regulated by the Solicitors Regulation Authority (SRA) as an Alternative Business Structure The rules of the SRA are available at [www.sra.org.uk/handbook/](http://www.sra.org.uk/handbook/) The term 'Partner' is used to refer to a Member of LLP or an employee or consultant with equivalent standing and qualifications A list of Members of LLP and of Non-Members who are designated as Partners is open to inspection at its registered office located at 1. XXX LLP is listed on the Financial Services Register as an Exempt Professional Firm, able to carry out certain insurance mediation activities (regulated by the Solicitors Regulation Authority)