



<b>Rate A £35.00 Per Hour</b>	<i>Travelling</i>
<b>Rate B £70.00 Per Hour</b>	<i>Standard on-site service (minimum 1 hour) Help line service/remote support (timed in 15 min units) Back to base services Unsociable hours travelling</i>
<b>Rate C £150.00 Per Hour</b>	<i>Out of hours on-site service Out of hours help line service (15 min units)</i>
<b>Day Rate</b>	<i>10 hours at Rate B</i>
<b>Travel Expenses</b>	<i>Car            £0.45 per mile Train         At Cost Taxis         At Cost</i>
<b>Overnight</b>	<i>£140.00 per night or as provided by client.</i>
<b>Standard Working Hours</b>	<i>0900 til 1730 Monday to Friday</i>

### Terms of Payment

Invoices including a detailed breakdown of fees and expenses will be submitted for each service with payment being due 15 days from the date of invoice. For full account clients, invoices including a detailed breakdown of fees and expenses will be submitted after each calendar month with payment being due 15 days from the date of invoice. Interest at a rate of 2.5% per calendar month (or part thereof) will be charged on sums outstanding after due date for payment. This firm is registered for VAT and all prices quoted are exclusive of VAT.

*I / We accept your scale of charges and terms of payment*

*Company..... Date.....*

*Address..... Name.....*

*..... Signature.....*