SJS SOLICITORS

FEES AND COSTS

Price Guide

Understand the likely legal fees before deciding how to proceed. Compare our professional charges, see what the work covers and allow for payments to other organisations. We will confirm the work and fees for your circumstances in writing.

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Consultations

Service and Scope	Excluding VAT	Including VAT
Initial Consultation: Office Hours Fixed 45-minute meeting with the Principal Solicitor, followed by a letter summarising the meeting.	£210.00	£252.00
Initial Consultation: Outside Office Hours Fixed Please confirm availability and appointment arrangements when booking.	£365.00	£438.00

Hourly Rates

Service and Scope	Excluding VAT	Including VAT
Principal Solicitor Per hour Applies where hourly work is agreed. The fee earner and supervision arrangements will be identified in writing.	£365.00	£438.00
Conveyancing Consultant Per hour Applies where hourly work is agreed. The fee earner and supervision arrangements will be identified in writing.	£255.00	£306.00
Locum Solicitor Per hour Applies where hourly work is agreed. The fee earner and supervision arrangements will be identified in writing.	£275.00	£330.00
Assistant Solicitor Per hour Applies where hourly work is agreed. The fee earner and supervision arrangements will be identified in writing.	£260.00	£312.00
Trainee Solicitor Per hour Applies where hourly work is agreed. The fee earner and supervision arrangements will be identified in writing.	£205.00	£246.00
Paralegal Per hour Applies where hourly work is agreed. The fee earner and supervision arrangements will be identified in writing.	£185.00	£222.00

Service and Scope	Excluding VAT	Including VAT
Legal Assistant Per hour Applies where hourly work is agreed. The fee earner and supervision arrangements will be identified in writing.	£145.00	£174.00

Immigration Applications

Service and Scope	Excluding VAT	Including VAT
Marriage Or Spouse Application Fixed Agreed application work through submission. Work after submission and third-party charges are separate unless expressly included.	£2,420.00	£2,904.00
Indefinite Leave To Remain Fixed Agreed application work through submission. Work after submission and third-party charges are separate unless expressly included.	£2,420.00	£2,904.00
Naturalisation Fixed Agreed application work through submission. Work after submission and third-party charges are separate unless expressly included.	£995.00	£1,194.00
Sponsorship Application Fixed The quotation identifies the sponsorship application work required. This is a separate entry from a sponsor licence.	£2,904.00	£3,484.80
Student Visa Or Extension Fixed Agreed application work through submission. Work after submission and third-party charges are separate unless expressly included.	£1,540.00	£1,848.00

Service and Scope	Excluding VAT	Including VAT
Other Leave-To-Remain Application Fixed The current application route and work covered must be identified in the written quotation.	£2,420.00	£2,904.00
Sponsor Licence Fixed Sponsor licence application work; confirm the exact scope and any related worker applications.	£2,420.00	£2,904.00
Required Portal Scanning And Uploading Additional charge Additional where scanning and uploading to the Home Office portal are required.	£300.00	£360.00
Non-Fixed-Fee Leave-To-Remain Work Estimate Guide for non-fixed-fee work, estimated at 8 to 10 hours. Evidence, language needs and dependants affect the work.	£2,700.00 to £3,200.00	£3,240.00 to £3,840.00

Immigration Appeals

Service and Scope	Excluding VAT	Including VAT
Grounds And Submission: Existing Application Starting point Drafting grounds and submission where SJS prepared the original application. Further stages are separately scoped.	£1,925.00	£2,310.00
Grounds And Submission: New Client Starting point Drafting grounds and submission for a new client. Further stages are separately scoped.	£2,420.00	£2,904.00
Appeal Compliance Work Guide Guide based on two witnesses. The number of witnesses and work required affect the quote.	£750.00	£900.00
Appeal Package Guide Guide includes legal fees, counsel, court fees and compliance through appeal submission. It does not automatically cover a final hearing. Components are not automatically added again. The quote itemises VAT on each component.	£5,000.00 to £6,500.00	£6,000.00 to £7,800.00 if 20% VAT applies to the full fee

Family Law

Service and Scope	Excluding VAT	Including VAT
Simple Divorce Fixed Simple divorce through the final order. Children and financial settlement work are excluded; court charges are separate.	£1,350.00	£1,620.00
Prenuptial Agreement Fixed Drafting, advice and correspondence through execution of the agreement.	£2,500.00	£3,000.00
Postnuptial Agreement Fixed Drafting, advice and correspondence through execution of the agreement.	£2,500.00	£3,000.00
Cohabitation Agreement Fixed Drafting, advice and correspondence through execution of the agreement.	£2,500.00	£3,000.00
Financial Or Consent Order From Application, forms, financial information, advice and drafting an agreed order within the quoted scope. Disputed proceedings must be separately identified.	From £2,250.00	From £2,700.00

Wills, Powers Of Attorney And Documents

Service and Scope	Excluding VAT	Including VAT
Simple Will: Drafting And Execution Fixed Simple will. If a medical report is required or tax planning is involved, hourly legal charges apply; external report costs may be additional.	£425.00	£510.00
Codicil Fixed Scope and signing arrangements confirmed in the quotation.	£350.00	£420.00
Simple Trust Document From Starting fee; complexity affects the quotation.	From £600.00	From £720.00
Lasting Power Of Attorney Fixed The quotation specifies the donors, whether one or both types of LPA are included, and separate registration costs.	£1,500.00	£1,800.00
General Power Of Attorney From Starting fee, depending on the document and instructions.	From £300.00	From £360.00
Drafting A Statutory Declaration From Drafting fee. Swearing or witnessing is separate where required.	From £300.00	From £360.00

Service and Scope	Excluding VAT	Including VAT
Drafting An Affidavit From Drafting fee. Swearing and exhibits are separate where required.	From £300.00	From £360.00
Change Of Name Deed Fixed The document and formalities covered will be confirmed before instruction.	£425.00	£510.00
Change Of Name By Deed Poll Fixed The document and formalities covered will be confirmed before instruction.	£950.00	£1,140.00

Swearing Documents

Service and Scope	Excluding VAT	Including VAT
Swearing A Document Per document VAT depends on the solicitor administering the oath. Confirm the amount when booking.	£5.00	£5.00, or £6.00 where 20% VAT applies
Exhibit Per exhibit VAT depends on the solicitor administering the oath. Confirm the amount when booking.	£2.00	£2.00, or £2.40 where 20% VAT applies

Probate

Service and Scope	Excluding VAT	Including VAT
Grant Of Probate Or Letters Of Administration Fixed Grant-only legal work, including the applicable inheritance tax forms. Court and copy fees are separate. Collecting and distributing the estate is separately quoted.	£6,500.00	£7,800.00
Deed Of Variation If required Additional where required; scope confirmed in the quotation.	£750.00	£900.00
Deed Of Renunciation If required Additional where required; scope confirmed in the quotation.	£350.00	£420.00

Property Purchases

Service and Scope	Excluding VAT	Including VAT
Up To £200,000 Professional fee, based on two parties VAT totals shown at 20%. External costs are additional. If the property price falls between the stated value bands, request a written quotation.	Leasehold £2,000.00; freehold £1,850.00	Leasehold £2,400.00; freehold £2,220.00
£201,000 To £400,000 Professional fee, based on two parties VAT totals shown at 20%. External costs are additional. If the property price falls between the stated value bands, request a written quotation.	Leasehold £2,200.00; freehold £1,950.00	Leasehold £2,640.00; freehold £2,340.00
£401,000 To £700,000 Professional fee, based on two parties VAT totals shown at 20%. External costs are additional. If the property price falls between the stated value bands, request a written quotation.	Leasehold £3,000.00; freehold £2,800.00	Leasehold £3,600.00; freehold £3,360.00
Above £700,001 To £1 Million Professional fee, based on two parties VAT totals shown at 20%. External costs are additional. If the property price falls between the stated value bands, request a written quotation.	Leasehold £3,600.00; freehold £3,350.00	Leasehold £4,320.00; freehold £4,020.00
Above £1 Million To £1.5 Million Professional fee, based on two parties VAT totals shown at 20%. External costs are additional. If the property price falls between the stated value bands, request a written quotation.	Leasehold £4,600.00; freehold £4,350.00	Leasehold £5,520.00; freehold £5,220.00

Service and Scope	Excluding VAT	Including VAT
Over £1.5 Million Professional fee, based on two parties VAT totals shown at 20%. External costs are additional. If the property price falls between the stated value bands, request a written quotation.	Leasehold £5,100.00; freehold £4,600.00	Leasehold £6,120.00; freehold £5,520.00

Property Sales

Service and Scope	Excluding VAT	Including VAT
Up To £200,000 Professional fee, based on two parties VAT totals shown at 20%. External costs are additional. If the property price falls between the stated value bands, request a written quotation.	Leasehold £1,825.00; freehold £1,495.00	Leasehold £2,190.00; freehold £1,794.00
£201,000 To £400,000 Professional fee, based on two parties VAT totals shown at 20%. External costs are additional. If the property price falls between the stated value bands, request a written quotation.	Leasehold £1,995.00; freehold £1,725.00	Leasehold £2,394.00; freehold £2,070.00
£401,000 To £700,000 Professional fee, based on two parties VAT totals shown at 20%. External costs are additional. If the property price falls between the stated value bands, request a written quotation.	Leasehold £2,095.00; freehold £1,825.00	Leasehold £2,514.00; freehold £2,190.00
Above £700,001 To £1 Million Professional fee, based on two parties VAT totals shown at 20%. External costs are additional. If the property price falls between the stated value bands, request a written quotation.	Leasehold £2,245.00; freehold £2,025.00	Leasehold £2,694.00; freehold £2,430.00
Above £1 Million To £1.5 Million Professional fee, based on two parties VAT totals shown at 20%. External costs are additional. If the property price falls between the stated value bands, request a written quotation.	Leasehold £2,800.00; freehold £2,200.00	Leasehold £3,360.00; freehold £2,640.00

Service and Scope	Excluding VAT	Including VAT
Over £1.5 Million Professional fee, based on two parties VAT totals shown at 20%. External costs are additional. If the property price falls between the stated value bands, request a written quotation.	Leasehold £3,100.00; freehold £2,600.00	Leasehold £3,720.00; freehold £3,120.00

Other Property Services

Service and Scope	Excluding VAT	Including VAT
Purchase Anti-Money-Laundering Work Where required Additional for a purchase where required; included work and any other checks will be identified in the quote.	£250.00	£300.00
Share Of Freehold With Leasehold Purchase Additional Additional when purchasing a share of freehold with the leasehold interest.	£500.00	£600.00
Lease Extension With Sale Or Purchase Additional estimate Additional to a sale or purchase where a lease extension is required; depends on complexity.	£1,800.00 to £2,500.00	£2,160.00 to £3,000.00
Mortgage Or Remortgage Fixed Professional fee; lender, search, registration and other third-party charges may be additional.	£2,395.00	£2,874.00
Transfer Of Equity Starting range Starting range. The transaction and lender requirements determine the written quote.	£825.00 to £1,075.00	£990.00 to £1,290.00
Lease Extension Fixed Standalone lease-extension entry. New leases and lease renewals are quoted separately; a linked sale or purchase has a separate additional range.	£2,200.00	£2,640.00

Service and Scope	Excluding VAT	Including VAT
Business Lease Fixed Scope and external costs confirmed in the written quotation.	£3,645.00	£4,374.00
Licence To Assign Fixed Scope and external costs confirmed in the written quotation.	£3,125.00	£3,750.00
Licence For Alterations From Starting fee; scope and external costs confirmed in the written quotation.	From £675.00	From £810.00

Employment Law

Service and Scope	Excluding VAT	Including VAT
Settlement Agreement Fixed Scope and any employer contribution are confirmed for the agreement concerned.	£650.00	£780.00
Independent Legal Advice Fixed Independent advice within the agreed scope.	£650.00	£780.00
Simple Unfair / Wrongful Dismissal Case Guide range Guide for bringing or defending an unfair or wrongful dismissal claim. Hearing attendance and counsel are separately identified below.	£3,000.00 to £5,000.00	£3,600.00 to £6,000.00
Medium Complexity Case Guide range Guide for bringing or defending an unfair or wrongful dismissal claim. Hearing attendance and counsel are separately identified below.	£5,000.00 to £12,000.00	£6,000.00 to £14,400.00
High Complexity Case Range or more High-complexity cases may exceed this range. Hearing attendance and counsel are separately identified below.	£12,000.00 to £30,000.00 or more	£14,400.00 to £36,000.00 or more
SJS Tribunal Hearing Attendance Additional, per day Additional per hearing day. The quotation explains whether SJS attendance, counsel or both are required.	£1,050.00	£1,260.00

Correspondence And Calls

Service and Scope	Excluding VAT	Including VAT
Outgoing Letters And Lengthy Emails Per item Applies as set out in the written terms. The quotation explains whether included in a fixed fee or additional; substantial drafting may be charged by time.	£25.00	£30.00
Incoming Letters And Lengthy Emails Per item Applies as set out in the written terms. The quotation explains whether included in a fixed fee or additional; substantial drafting may be charged by time.	£15.00	£18.00
Incoming Or Outgoing Short Email Per item Applies as set out in the written terms. The quotation explains whether included in a fixed fee or additional; substantial drafting may be charged by time.	£6.50	£7.80
Text Message Per item Applies as set out in the written terms. The quotation explains whether included in a fixed fee or additional; substantial drafting may be charged by time.	£2.50	£3.00
Telephone Call Per item Applies as set out in the written terms. The quotation explains whether included in a fixed fee or additional; substantial drafting may be charged by time.	£15.00	£18.00

Other Charges

These charges are separate from our professional fees. The notes explain when they apply.

Charge and Scope	Amount
Probate Application Current court fee checked 7 November 2026. Separate from professional fees. Official guidance: www.gov.uk	£526 where the estate exceeds £5,000; no application fee at £5,000 or less
Extra Grant Copies Ordered With The Application Copies ordered later have a different fee. Official guidance: www.gov.uk	£2 each
Extra Grant Copies Ordered After Submission Additional copies requested after the application has been submitted. Official guidance: www.gov.uk	£16 each
Land Charges / Bankruptcy Search (K15 or K16) Direct HM Land Registry charge. Any supplier handling charge must be identified separately. Official guidance: www.gov.uk	£6 per name electronically or by fax; £7 per name by post or DX
Official Register Or Title Plan Copy Direct HM Land Registry charge. Any supplier service cost is separate. Official guidance: www.gov.uk	£7 each electronically; £11 each by post
LPA Registration Office of the Public Guardian charge. A reduction or exemption may apply where the criteria are met. Official guidance: www.gov.uk	£92 per LPA

Charge and Scope	Amount
Immigration Interpreter The guide estimates 2 to 4 hours where required. Actual supplier charge and VAT treatment are confirmed for the instruction.	Guide £30 to £40 per hour excluding VAT; £36 to £48 at 20% VAT
Immigration Appeal Counsel The quote identifies the work covered and whether counsel is already included in an appeal package.	Guide £700 to £900 excluding VAT; £840 to £1,080 at 20% VAT
Employment Tribunal Counsel Includes preparation in the guide. Rate depends on advocate experience; actual scope and hearing length are confirmed.	Guide £1,000 to £2,000 per day excluding VAT; £1,200 to £2,400 at 20% VAT
Probate Identity / AML Check The guide states renewal may be required after three months. Confirm whether a repeat charge applies.	£30 per person; VAT treatment confirmed in the quotation
Probate AML Report Only where required. The quotation must distinguish this from other identity-check work and avoid duplicate charges.	£300 excluding VAT; £360 including 20% VAT
Gazette Or Local Newspaper Notice Where appropriate for the estate. The supplier quotation confirms publication charges and applicable VAT.	Current supplier quotation
Bank Account Checking Separate from any AML report. The quotation explains the purpose and applicable VAT.	Quoted for the required check
Photocopying Applicable VAT and whether copies are included in an agreed fee will be confirmed in the quotation.	10p per page; VAT treatment confirmed in the quotation

Charge and Scope	Amount
Postage And Special Delivery Any VAT or supplier charge is explained separately.	Quoted as required
Home Office Fees And Healthcare Surcharge Separate from SJS professional fees. The amount depends on the route, applicant and any applicable exemption. Official guidance: www.gov.uk	Current charge for the application
Experts, Tests, Translations, Travel And Reports May include medical evidence, hair-strand or DNA testing, survey or valuation work, interpreters and travel. Scope and VAT depend on the supplier.	Quoted where required
Property Searches, Registration And Leasehold Costs May include local and other searches, registration, lender requirements, landlord or managing-agent charges and indemnity insurance.	Itemised in the transaction quotation
Property Tax England uses SDLT; Wales uses LTT. Tax is not included in professional fee tables. Official guidance: www.gov.uk	Calculated for the transaction and buyer’s circumstances
Other Court Or Tribunal Charges The quotation identifies the proceeding and any relevant fee. A generic reference does not mean every tribunal case carries an application charge. Official guidance: www.gov.uk	Current applicable fee, where payable

Your Written Quotation

Fixed fees, starting fees and estimates are distinguished. Your quotation identifies the work, assumptions, exclusions, fee earner and supervision arrangements, VAT and likely payments to others. Complexity or additional instructions can change the work required.

Totals show VAT at 20% where that rate applies. Some immigration services and oath fees can have a different VAT treatment; this will be confirmed for your circumstances. Government charges and disbursements do not automatically attract the same VAT as legal fees.

Consultations, Hourly Work And Communications

The office-hours initial consultation is a 45-minute meeting with the Principal Solicitor followed by a summary letter. Outside-hours arrangements are confirmed when booking. Hourly charges apply where agreed, including more complex matters where a fixed fee is not suitable.

The written terms explain whether correspondence, calls, copies and postage are included in a fixed fee or additional. Substantial drafting, such as lengthy letters or witness statements, may be charged for the fee earner’s time. Ask how these charges relate to hourly work before proceeding.

Immigration Applications: What Is Included

Application work can include discussing your circumstances and options, explaining the Immigration Rules, reviewing evidence, identifying missing documents and preparing and submitting the application. The quotation identifies the exact route and stages. Work after submission is charged at the agreed hourly rate unless expressly included.

For non-fixed-fee leave-to-remain applications, the guide estimates 8 to 10 hours and £2,700 to £3,200 excluding VAT. Evidence, language needs and dependants affect the work. Interview attendance, further evidence, interpreters, experts, translations, travel, copies and postage may be additional. Home Office fees and any healthcare surcharge are separate. A refusal or appeal requires a separate scope.

Preparation depends on the documents available; Home Office processing is outside the firm’s control. Mention any expiry date or deadline immediately. An enquiry does not extend a deadline.

Immigration Appeals: Check The Stages

Grounds-and-submission prices are starting points. Compliance pricing is based on two witnesses. The overall appeal package guide of £5,000 to £6,500 excluding VAT describes legal fees, counsel, court fees and compliance through submission to the First-tier Tribunal. It does not automatically include the final hearing.

The quotation must state which stages and disbursements are included, their VAT treatment and any further charges. Component prices are not automatically added to the package price. Tribunal directions, evidence and hearing availability affect timing.

Divorce And Financial Orders

The simple-divorce fee covers the application through the final order, including preparation, submission and relevant correspondence. It excludes children’s matters and a financial settlement. Court fees are separate unless the quotation says otherwise.

New divorce cases use conditional order and final order terminology. There is normally a 20-week wait from issue before applying for a conditional order, then at least six weeks and one day before applying for the final order; processing adds time. Discuss finances alongside the divorce before deciding to finalise it.

Financial or consent-order work starts at £2,250 excluding VAT. It may include financial information, relevant forms, advice about division and drafting an agreed order. The quotation must identify whether any contested proceedings are included.

Family Agreements And Children

Prenuptial, postnuptial and cohabitation agreement fees cover drafting, advice on the terms and correspondence through execution within the agreed scope.

Children’s matters are charged at the agreed hourly rate. Work may include negotiations, child arrangements or parental responsibility applications and advice on orders. The appropriate route for birth registration or parental responsibility depends on the circumstances.

Court charges, expert evidence, testing, official documents and any separate property sale or transfer work may be additional. The timetable depends on agreement, evidence, urgency and court availability.

Wills, Powers Of Attorney And Documents

The simple-will fee covers drafting and execution. If a medical report is required or tax planning is involved, hourly legal charges apply and the report may cost extra. A trust document has a starting fee that depends on complexity.

For an LPA, the written quotation specifies the donors, whether one or both types are included, and registration charges. OPG registration is separate and is currently £92 per LPA, with possible reductions or exemptions. The document must be made while the donor has the relevant capacity and registered before use.

The name-change document and formalities will be identified before instruction. Drafting a declaration or affidavit is different from administering the oath. Oath-fee VAT depends on who supplies the service, so confirm the total when booking.

Grant-Only Probate: What The £6,500 Fee Covers

This professional fee covers obtaining the grant of probate or letters of administration. It includes identifying the relevant executors or administrators and beneficiaries, confirming the application required, obtaining the relevant documents, preparing the application and applicable HMRC forms and legal statement, submitting the application and sending the grant with two copies. Court and copy charges are separate disbursements.

Collecting assets, settling liabilities, preparing estate accounts and distributing the estate are not included in this grant-only legal fee. They require a separate scope and quotation.

Full Estate Administration

For an instruction covering the full process, the guide estimates 20 to 30 hours at the applicable hourly rates. The quotation identifies the stages included and accounts for work already paid for. Complex or contentious work is quoted at the applicable rates.

The original straightforward-estate estimate assumes a valid will, no more than one property, 3 to 4 bank or building society accounts, 6 to 8 beneficiaries, no other intangible assets, no disputes or claims, and no inheritance tax payable or full HMRC account required. A matter outside these assumptions needs its own estimate.

No-will estates, shareholdings, disputes, tax issues and additional documents can increase the work. A property sale or transfer is separate. A deed of variation or renunciation is an additional item where needed.

Probate: Disbursements And Timing

Court fees, grant copies, searches, identity checks, notices, valuations, specialist advice and any tax are additional where required. The quotation distinguishes each item and its VAT treatment. Gazette and newspaper charges are obtained from the supplier.

GOV.UK currently says the grant is usually received within 12 weeks after submission, but it can take longer. Preparation comes before submission. Collecting assets, tax, notices, claims and final distribution have separate timescales, so the estate estimate must reflect the actual circumstances.

Property: What The Work Covers

Typical purchase stages include instructions and funding checks, reviewing the contract and title, searches, planning information and enquiries, advice on documents and mortgage conditions, signing, agreeing the completion date, exchange, obtaining funds, completion, the applicable property-tax return and registration.

Leasehold work also involves the relevant lease and management information, transfer documents and pre-completion searches. Where you buy together, ownership arrangements are considered within the agreed scope. Sales, remortgages and other property work are described in the individual quotation.

Property Fees: Assumptions And Extra Costs

Published sale and purchase fees are based on two parties. They assume a standard transaction without unexpected title defects, extra documents or complications; cooperative parties; and information from third parties without unreasonable delay. Leasehold fees assume assignment of an existing lease rather than a new lease. Indemnity insurance, where needed, is an additional cost.

If a property price falls between the stated value bands, ask for a written quotation. A lease extension linked to a sale or purchase is additional at the stated guide range. New leases, renewals and commercial matters are quoted for their circumstances.

Searches, registration, lender requirements, landlord or managing-agent charges and tax may be additional. A property price, tenure or lender change can affect the estimate.

Property Timing

Searches, enquiries, mortgage offers and other transactions in a chain affect progress. New-build arrangements, missing leasehold information and lease extensions can take longer. The firm will discuss a case-specific estimate and material changes; a preferred moving date is not a guaranteed completion date.

Employment Claims: What The Fees Cover

The dismissal guide ranges cover bringing or defending unfair or wrongful dismissal claims. Typical stages include initial advice on merits and compensation; pre-claim conciliation where required; preparing the claim or response; reviewing the other side’s position; settlement discussions; the schedule of loss; preliminary-hearing work; disclosure and bundles; witness statements; issues and chronology; and final-hearing preparation and instructions to counsel.

Hearing attendance is a separate daily charge. The quotation explains whether SJS attendance, counsel or both are required and avoids assuming those charges are included in the general case range. The guide allows around three to four hearing days, but actual length depends on the case.

You may agree advice on selected stages if handling other parts yourself. If stages are not required, the fee can be adjusted to the agreed work.

Employment Complexity And Timing

Amendments, requests for further information, costs applications, an unrepresented other party, disputed preliminary issues, many documents or witnesses, automatic unfair dismissal issues and related discrimination allegations may increase the work. High-complexity cases can exceed the published upper figure.

A settlement during conciliation may resolve matters before a hearing. Contested cases depend on tribunal directions, evidence and hearing availability and may take substantially longer. We will discuss a case-specific timetable as the claim progresses. Experts, interpreters, travel and any applicable third-party charges are separately identified.

People Working On Your Matter

The firm’s team information is available on the Our People page. Your engagement letter identifies the fee earner handling your matter, their role and the supervision arrangements. The hourly-rate table is organised by role; it is not a promise that every role will work on every matter.

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Your written quotation confirms the work and costs for your circumstances.