

ADDITIONAL INFORMATION IN RELATION TO FEES AND DISBURSEMENTS

The table below sets out the basis on which this office charges internal disbursements.

Internal disbursements are charged, where appropriate as follows :-

Postage	Charged at actual cost (first class)
Photocopying and Fax	Recharged at 10p per sheet
Microfiche and Files	Recharged at actual cost
Storage	£60 per box for 6 years
Room hire	No charge for a meeting held at this office. Any other venue at cost.
Archiving Files on closure	Recharged at staff time costs
Travel	Motor vehicles at 45p per mile
Distribution Costs	Cheque fee 65p and postage 41p

The table detailed below sets out the charge-out rates utilised by Beesley & Company for charging staff time. All rates are charges per hour. Time is charged in units of 6 minutes.

Job Title	Cost per hour
Director/IP	£450
Senior Manager	£300 - £325
Manager	£250
Administrator	£125 - £165

It should be noted that the above rates increase from time to time over the period of the Administration of each insolvency case.

Professional Advisors

Details of any professional advisor(s) used are given in the report which accompanies this Guide. Unless otherwise indicated the fee arrangement for each is based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery of relevant disbursements.

The choice of professional advisors is based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity of otherwise of the assignment and their geographic location.