

Terms of Business

Sending documents

If at all possible, instructing solicitors are asked to send documents electronically as MicrosoftWord files or .pdf files. They may be sent by email if limited in extent to hodkinson31@talktalk.net or, if extensive, on CD or DVD to 8 Chiswick Square, Chiswick, W4 2QG. Please put documents on a password protected CD or DVD rather than using a secure site from which they must be downloaded as I find this wastes time and can cause problems. If paper documents are sent please note that due to storage constraints they will be retained only for a limited period before being sent for shredding.

Fee rates

Fees are charged at £160/hour plus VAT with half rate for any travel time and mileage at 50p for car travel. Replying to questions, conferences or court attendances are charged on this same basis. I can see clients at their home only if within 60 miles of my address.

Settlement of invoices

Invoices are to be settled within 3 months unless agreed otherwise.

Payment may be made by Cheque or by BACS (accompanied by letter or email notification of the payment quoting the invoice number) to the following account:

Bank: National Westminster Bank PLC

Sort Code: 60-05-30

Account name: Prof Henry Malcolm & Mrs Judith Marie Hodkinson

Account No: 64195716

Provision of estimates

Estimates will be provided when requested. When requesting an estimate please inform me of the extent of papers and, if the client is to be seen, where this would be. Estimates are given in good faith but are not binding.

Reporting

I can usually report within two weeks of instruction but may take a little longer if the client has to be seen and there are difficulties in finding a mutually convenient appointment date. My recent work is approximately 60% claimant, 35% defendant and 5% joint.

Prof H M Hodkinson