

RJC Financial Management

Accountants and Insolvency Practitioners

Charge out rates and disbursements policy

With effect from 1 January 2015

Staff grade	Rate £/hr
Partner / Principal	390
Manager	300
Senior Administrator	240
Administrator	180
Support	90

Time charging policy

- Time is charged in units of 6 minutes.
- The above rates exclude VAT
- Rates are subject to change on an annual basis

Disbursements policy

- The majority of disbursements charged relate to amounts directly incurred.
- In cases with fewer than 100 creditors and shareholders, no additional cost is charged in respect of postage and associated printing. However, in cases with in excess of this number, we reserve the right to charge £1.50 per creditor / shareholder in respect of the associated outlay costs of communicating with creditors and shareholders.
- Mileage expenses incurred on client business are charged at 40p per mile.
- Where boxes are stored in our own storage facilities, these are charged at normal commercial rates

A Creditors Guide to Fees may be found on our website at www.rjcfm.co.uk or is available on request by writing to the below address. No charge will be incurred for the provision of this information.

Robert Cundy is licensed to act as an Insolvency practitioner by the Association of Chartered Certified Accountants

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