

Philip R. Greene BDS, FDSRCPS, CUEW.
Specialist in Periodontics Dental Expert Witness

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Founder Member of the Expert Witness Institute

Terms of Engagement - August 2019

1. I will use my experience, knowledge, and care in fulfilling your instructions to the best of my ability. Please remember that I am an independent witness.
2. Please let me have **full instructions** and keep me closely informed on the progress of the case. I may be able to help in the period before trial.
3. In order to provide you with the best quality report, and at the same time minimise costs, I need the relevant records and evidence in a form that I can easily use.
 - a. **My needs in this regard are set out below.**
4. My **examination fee is £275**. This includes any necessary intra-oral radiography. If an **OPG panoramic Xray** is needed, the Malt House Fee is **£86**.
5. My **hourly rate** for the preparation of reports and evidence is **£210 per hour**.
6. My **daily rate** for attending a hearing is **£1,680**, equivalent to eight hours at my normal rate, which includes time used travelling and waiting. If I attend, I will expect payment even if I do not give oral evidence. If court appearances are cancelled at short notice full payment will be expected if cancellation is within one week of the set date, and 50% payment if cancellation is within two weeks.
7. I will invoice you for any reasonable expenses, including travel and sundry expenses at cost and I will furnish you with copies of all relevant receipts.
8. In legally aided cases (where my fees constitute a disbursement) I will expect you to make a prompt claim to the Legal Aid Board and advise me of any expected delay in settlement.
9. I expect payment for work done within 28 days of dispatch to you and I would not be willing to refund fees on taxation. I will, however, send you a copy of my time sheet with my fee notes.
10. I will invoice you for the work that I do and for expenses from time to time. **Payment in all cases will be expected within 28 days of each invoice. I offer a 5% discount for fees paid within 28 days, and reserve the right to charge interest on late payment of fees.**

Presentation of Records and Evidence

1. Please ensure that all clinical records are in chronological order and, if scanned, all documents are oriented the same way wherever possible, and the right way up, so that they can be easily read.
2. All Xrays and charts must be dated so that I can follow the thread of events in chronological order.
3. Original Xrays, or good quality copies are needed for accurate interpretation.
4. File names should indicate the content of the file, rather than just a number, so that I can refer back to them easily when necessary.

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