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*Founder Member of the Expert Witness Institute*

## Terms of Engagement - January 2011

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. My **hourly rate** for the preparation of reports and evidence is **£190 per hour**.
4. My **daily rate** for attending a hearing is **£1520**, 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.
5. 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.
6. 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.
7. I expect payment for work done within 28 days of despatch 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.
8. 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.**