

ESTATE ADMINISTRATION FEE GUIDE

People responsible

Joya Dale is a Solicitor and Director and will have overall conduct of your matter. Joya is supported by a team of Paralegals and Legal Assistants who assist with the day-to-day administration of matters.

The hourly rates of the members of staff who may work on your matter are currently:

Fee Earner	Hourly Rate
Solicitor/Director	£350 + VAT
Paralegal	£180 + VAT
Legal Assistant	£150 + VAT

VAT is currently charged at 20% (for example, £350 plus VAT equals £420).

Fees

We do not charge a percentage of the estate's gross value (some firms charge up to 2%). Instead, we charge on a time spent basis, which means that the sum charged is reflective of the time spent working on a matter. This covers all aspects of handling the matter including (but not limited to): reviewing/preparing documents, attending to all parties by telephone and in person, drafting letters and emails, etc. The fee charged is therefore dependent on the work involved. The examples provided below are all matters that we have dealt with previously.

The following fee ranges are intended as a guide only. Our fees will depend on the amount of time spent dealing with the matter and the complexity of the estate. If it becomes apparent that our original estimate is likely to be exceeded, we will discuss this with you and provide a revised estimate as soon as reasonably practicable.

Band 1 (approx. 5-10 hours): *£1,750 - £3,500 + VAT and disbursements*

Band 2 (approx. 10 – 20 hours): *£3,500 - £7,000 + VAT and disbursements*

Band 3 (approx. 30 – 40 hours): *£10,500 - £14,000 + VAT and disbursements*



Initial Meetings

If you would like an initial meeting before formally instructing us, this can be arranged. Initial meetings are charged at the hourly rate of the fee earner conducting the meeting, as set out above. Initial meetings do not generally exceed one hour.

Home Visits

If you are unable to attend our office, a home visit can be arranged where appropriate.

Our fees for home visits start from £90 plus VAT per visit. The exact fee will depend upon the location of the visit and the travelling time involved. Please let us know if you require a home visit and we will provide a quotation.