

Harrisons Business Recovery and Insolvency (London) Limited Fee Policy

Charge out rates and policy regarding staff allocation, support staff, the use of subcontractors and the recharge of disbursements

1. The following information relating to the policy of Harrisons Business Recovery & Insolvency (London) Limited ("Harrisons") is considered to be relevant:

Charge out rates

2. The following hourly charge out rates apply to all assignments undertaken by Harrisons. Please note that the charge-out rates are effective from 1 July in each period:

	2017/2018	2018/2019
	£	[Revised]
	£	£
Directors/Appointment Takers	305 – 550	425 – 750
Managers/Associate Directors	250 – 350	250 – 425
Senior Case Supervisors/Assistant Managers	175 – 250	175 – 250
Case Supervisors	125 – 205	125 – 175
Assistants / Administration	100 – 150	100 – 125

3. Please note that Harrisons records its time in minimum units of 6 minutes.
4. Creditors' Guides to Fees can be accessed at:
<https://www.icaew.com/en/technical/insolvency/understanding-business-restructuring-and-insolvency/creditors-guides>

Staff allocation, support staff & the use of subcontractors

5. Harrisons takes an objective and practical approach to each assignment which includes active director involvement from the outset. Other members of staff will be assigned on the basis of experience and specific skills to match the needs of the case. Time spent by secretarial and other support staff on specific case related matters, e.g. report despatching, is charged. Details of any subcontractors used are given in the attached report.

Professional advisors

6. Details of any professional advisors used are given in the attached report. Unless otherwise indicated the fee arrangement for each will be based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery of relevant disbursements.
7. The choice of professional advisors will be based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographical location.

Disbursements

8. Specific expenditure relating to the administration of a particular case is recoverable without approval and is referred to as "category 1 disbursements". Category 1 disbursements will generally comprise supplies of incidental services specifically identifiable to the case, typically for items such as identifiable telephone calls, postage, case advertising, invoiced travel and properly reimbursed expenses. Included will be services specific to the case where these cannot practically be provided internally such as printing, room hire and document storage.
9. Where we propose to recover costs which, whilst being in the nature of expenses or disbursements, may include an element of shared or allocated costs (such as room hire, document storage or communication facilities provided by us) they must be disclosed and be authorised by those responsible for approving the insolvency practitioner's remuneration. Such expenditure is referred to as a "category 2 disbursement". The following items of expenditure are recharged on this basis and are believed to be in line with the cost of external provision:-

Photocopying	15p a sheet
Letterhead	12p a sheet
Fax	40p a sheet
Mileage	45p per mile
Meeting Room	£50
Registered Office Fee	£60 per annum
Document Storage	Storage charge of £3 per box per quarter