

## Appendix C

### Fees and Disbursements

A schedule of Peter Hall's charge out rates effective from the 1 December 2010 is as follows:-

Time incurred by	Rate per hour £		
	To 01/12/2010	From 01/12/2012	From 01/12/2013
Insolvency Practitioner / Director	£250	£275	£295
Insolvency Manager	£175	£175	£175
Senior Administrator	£160	£160	£160
Administrator	£110	£110	£110
Junior	£75	£75	£75

The charge-out rates are subject to periodic reviews and change.

Please be advised that the minimum unit of time recorded is 6 minutes.

### Disbursements

There are two types of disbursements; direct disbursements (known as category one) and indirect disbursements (known as category two).

Category one disbursements do not require approval by creditors. Typically, these include external supplies of incidental services specifically identifiable to the case, such as postage, advertising, invoiced travel and external printing, room hire, insolvency bond and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case.

Category two disbursements do require creditor approval and include elements of shared or allocated costs. Peter Hall's current disbursement policy is:

Mileage – this is reimbursed at 45p per mile.

All other disbursements are reimbursed at cost.