

Current Charge-out Rates for the firm (effective 01/09/2023)

Time charging policy

The minimum unit of time recorded is 6 minutes.

Staff	Charge out rates £
Director - Insolvency Practitioner	475.00
Senior Manager – Insolvency Practitioner	380.00
Insolvency Case Manager	265.00
Senior Administrator	210.00
Administrator	170.00
Secretarial/Administration support staff	132.50

The charge out rates are subject to periodic reviews and change. Time is charged in units of 6 minutes. Details of previous charge rates are available upon request.

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. This firm does not charge these types of disbursements to the case.

Agents and Other Advisors

Solicitors, valuers, estate agents and other professional advisors will be engaged as necessary on the assignment. Agent fees are charged at cost based upon the actual charge made by the agent. Agents are appointed on the basis of their knowledge and experience in dealing with similar matters.

A Creditors Guide to Fees

This can be obtained free of charge from our website www.kirks.co.uk/guides or by requesting a copy in writing from us.