

VAT NUMBER xxxxxxxxxxxx

IN THE HIGH COURT OF JUSTICE
QUEEN'S BENCH DIVISION

Claim No. HQ11234XB

B E T W E E N:

Mr A

Claimant

-and-

Company B

Defendant

DEFENDANT'S BILL OF COSTS to be assessed on the standard basis and paid by the Claimant pursuant to orders dated xxxxxxxx

CERTIFICATES PAGE

I certify that this bill is both accurate and complete and

in respect of the bill the costs claimed herein do not exceed the costs which the receiving party is required to pay my firm.

CERTIFICATE AS TO INTEREST AND PAYMENTS

I certify that

No rulings have been made in this case which affects my/the receiving party's entitlement to interest on costs.

and

CERTIFICATE IN RESPECT OF DISBURSEMENTS NOT EXCEEDING £500

I hereby certify that all disbursements listed in this bill which individually do not exceed £500 (other than those relating to counsel's fees) have been duly discharged.

Signed.....

ABC Firm

INSTRUCTIONS

INTRODUCTION

The Issues

THE PROCEEDINGS

CONDUCT OF THE CLAIM/FUNDING

The claim was conducted throughout by.....

A full list of the legal team appears below. XYZ agreed to act on behalf of the Defendant on payment of disbursements and profit costs and the hourly rates claimed are set out below. The rates do not exceed the Defendant's solicitor/ client liability and are in accordance with the approved budget. Routine letters/ emails out and routine telephone calls are charged at one-tenth of the stated hourly rates.

STRUCTURE OF THE BILL

LEGAL TEAM, HOURLY RATES AND COUNSEL'S SUCCESS FEES

LTM	LTM Name	LTM Status	LTM Grade	Further Relevant Information	LTM Rate	LTM Rate Effective From	Counsel SF %
LC1	Mr A	Partner (Grade A)	A		£318.75	Throughout	
LM	Mr D	Partner/ Barrister	A		£255.00	Throughout	
CL	Miss A	Senior Costs Lawyer	C		£250.00	Throughout	
GC1	Mrs B	Solicitor (Grade B)	B		£212.50	from 15/4/13	
BG1	Mrs C	Solicitor (Grade C)	C		£170.00	From 31/10/11	
GC	Mr E	Solicitor (Grade C)	C		£170.00	to 14/4/13	
MA1	Mr G	Solicitor (Grade C)	C		£130.00	1/11/2012 to 28/02/13	
MA	Mr F	Trainee Solicitor	D		£110.50	to 31/10/12	
GM	Mr O	Leading Counsel	LC				75.00%
AH	Mr P	Junior Counsel	JC				50.00%

FUNDING & PARTS TABLE

Part_ID	Description	SF	VAT %	Profit Costs incurred	Indemnity Principle Limit	Recoverable % of incurred profit costs	Profit Costs as Claimed
BP1	Costs of BP & Partners - pre CFA - VAT at 17.5%		17.50%	3,418.13	£4,000.00	100.00%	3,418.13
BP2	Costs of BP & Partners - pre CFA - VAT at 20%		20.00%	1,067.60	£9,000.00	100.00%	1,067.60
BPCFA	Costs of BP & Partners - Funded under CFA dated 8/8/12 - VAT at 20%	54.00%	20.00%	1,937.00	£0.00	100.00%	1,087.00
CA	Costs of CA & Associates - Pre CFA - VAT at 20%		20.00%	4,942.75	£3,000.00	60.69%	3,000.00
CACFA	Costs of CA & Associates - Funded under CFA dated 1/9/12 - VAT at 20%	100.00%	20.00%	28,494.50	£0.00	100.00%	28,460.50

MAIN SUMMARY - BY J-CODE PHASE

Phase Code	Phase Name	Counsel's Fees	Other Disbs	Base PC	Total Base Costs
JC00	Initial and Pre-Action Protocol Work			3,440.23	3,440.23
JD00	ADR / Settlement			4,972.50	4,972.50
JE00	Issue / Statements of Case		500.00	1,708.50	2,208.50
JF00	Disclosure			3,738.46	3,738.46
JG00	Witness statements			3,646.50	3,646.50
JH00	Expert reports		3,500.00	1,335.00	4,835.00
JI00	Case and Costs Management Hearings			2,159.00	2,159.00
JJ00	Interim Applications and Hearings (Interlocutory Applications)			960.54	960.54
JK00	Trial preparation	12,000.00		5,635.00	17,635.00
JL00	Trial	20,000.00		3,187.50	23,187.50
JM00	Costs Assessment			6,250.00	6,250.00
		32,000.00	4,000.00	37,033.23	73,033.23

TOTAL BASE COSTS	73,033.23
ADDITIONAL LIABILITIES	
Success Fees - profit costs	29,047.48
Success Fees - counsel	16,000.00
Success Fees - summarily assessed profit costs	1,960.00
Success Fees - summarily assessed counsel fees	500.00
ATE Premium	15,000.00
TOTAL ADDITIONAL LIABILITES	62,507.48
VAT	
VAT on Profit Costs	13,522.69
VAT on Counsel's Fees	9,700.00
VAT on Other Disbursements	0.00
TOTAL VAT	23,222.69
TOTAL CLAIM FOR COSTS	158,763.39

SUMMARY - BASE COSTS - DETAILED

Phase Name	Task Name	Activity Name	Expense Name	LTM	Time	Base PC	Csl Base Fees	Other Disbs	Total Base Costs
Initial and Pre-Action Protocol Work	Factual investigation	Plan and prepare for	#N/A	LC1	4.00	1,275.00	0.00	0.00	1,275.00
		Research	#N/A	LC1	5.00	1,593.75	0.00	0.00	1,593.75
	Legal investigation	Communicate (internally within legal team)	#N/A	MA	0.20	22.10	0.00	0.00	22.10
		Draft/Revise	#N/A	LC1	0.50	159.38	0.00	0.00	159.38
		Review/Analyze	#N/A	MA1	3.00	390.00	0.00	0.00	390.00
Initial and Pre-Action Protocol Work Total					12.70	3,440.23	0.00	0.00	3,440.23
ADR / Settlement	Other Settlement Matters	Appear For/Attend	#N/A	GC	3.00	510.00	0.00	0.00	510.00
		Communicate (other external)	#N/A	LC1	6.00	1,912.50	0.00	0.00	1,912.50
		Communicate (Other Party(s)/other outside lawyers)	#N/A	GC	5.00	850.00	0.00	0.00	850.00
		Communicate (with client)	#N/A	GC	6.00	1,020.00	0.00	0.00	1,020.00
		Manage Data/Files/Documentation	#N/A	GC	4.00	680.00	0.00	0.00	680.00
ADR / Settlement Total					24.00	4,972.50	0.00	0.00	4,972.50
Issue / Statements of Case	Issue and Serve Proceedings and Preparation of Statement(s) of Case	Draft/Revise	#N/A	GC	4.00	680.00	0.00	0.00	680.00
		Plan and prepare for	#N/A	MA	3.00	331.50	0.00	0.00	331.50
		Research	#N/A	GC	0.20	34.00	0.00	0.00	34.00
		Review/Analyze	#N/A	MA	6.00	663.00	0.00	0.00	663.00
		#N/A	Court and Governmental Agency Fees	(blank)	0.00	0.00	0.00	500.00	500.00
Issue / Statements of Case Total					13.20	1,708.50	0.00	500.00	2,208.50
Disclosure	Preparation of the disclosure report and the disclosure proposal	Appear For/Attend	#N/A	LC1	4.00	1,275.00	0.00	0.00	1,275.00

SUMMARY - BASE COSTS - DETAILED

Phase Name	Task Name	Activity Name	Expense Name	LTM	Time	Base PC	Csl Base Fees	Other Disbs	Total Base Costs
Disclosure	Preparation of the	Communicate (other external)	#N/A	MA	5.00	335.34	0.00	0.00	335.34
		Communicate (Other Party(s)/other outside lawyers)	#N/A	LC1	7.00	1,354.26	0.00	0.00	1,354.26
		Communicate (with client)	#N/A	LC1	4.00	773.86	0.00	0.00	773.86
Disclosure Total					20.00	3,738.46	0.00	0.00	3,738.46
Witness statements	Taking, preparing and finalising witness statement(s)	Draft/Revise	#N/A	GC	0.20	34.00	0.00	0.00	34.00
		Manage Data/Files/Documentation	#N/A	MA	5.00	552.50	0.00	0.00	552.50
		Plan and prepare for	#N/A	GC	6.00	1,020.00	0.00	0.00	1,020.00
		Research	#N/A	GC	5.00	850.00	0.00	0.00	850.00
		Review/Analyze	#N/A	GC	7.00	1,190.00	0.00	0.00	1,190.00
Witness statements Total					23.20	3,646.50	0.00	0.00	3,646.50
Expert reports	Own expert evidence	Communicate (internally within legal team)	#N/A	GC	2.00	340.00	0.00	0.00	340.00
		Communicate (Other Party(s)/other outside lawyers)	#N/A	MA1	7.00	910.00	0.00	0.00	910.00
		Communicate (with client)	#N/A	GC	0.50	85.00	0.00	0.00	85.00
		#N/A	Expert Witness Charges	(blank)	0.00	0.00	0.00	3,500.00	3,500.00
Expert reports Total					9.50	1,335.00	0.00	3,500.00	4,835.00
Case and Costs Management Hearings	Pre Trial Review	Appear For/Attend	#N/A	GC	5.00	850.00	0.00	0.00	850.00
		Manage Data/Files/Documentation	#N/A	GC	0.20	34.00	0.00	0.00	34.00
		Research	#N/A	LC1	4.00	1,275.00	0.00	0.00	1,275.00
Case and Costs Management Hearings Total					9.20	2,159.00	0.00	0.00	2,159.00

SUMMARY - BASE COSTS - DETAILED

Phase Name	Task Name	Activity Name	Expense Name	LTM	Time	Base PC	Csl Base Fees	Other Disbs	Total Base Costs
Interim Applications and Hearings (Interlocutory Applications)	Applications relating to originating process or Statement of Case or for default or summary judgment	Communicate (internally within legal team)	#N/A	GC	5.00	515.91	0.00	0.00	515.91
		Communicate (with client)	#N/A	GC	0.20	20.64	0.00	0.00	20.64
		Draft/Revise	#N/A	MA1	3.00	390.00	0.00	0.00	390.00
		Review/Analyze	#N/A	GC	0.20	34.00	0.00	0.00	34.00
Interim Applications and Hearings (Interlocutory Applications) Total					8.40	960.54	0.00	0.00	960.54
Trial preparation	Preparation of trial bundles	Appear For/Attend	#N/A	GC	8.00	1,360.00	0.00	0.00	1,360.00
		Communicate (internally within legal team)	#N/A	GC	0.50	85.00	0.00	0.00	85.00
				MA1	10.00	1,300.00	0.00	0.00	1,300.00
		Communicate (other external)	#N/A	GC	6.00	1,020.00	0.00	0.00	1,020.00
		Communicate (with client)	#N/A	GC	11.00	1,870.00	0.00	0.00	1,870.00
				#N/A	Outside Counsel Charges (Local)	AH	0.00	0.00	12,000.00
Trial preparation Total					35.50	5,635.00	12,000.00	0.00	17,635.00
Trial	Advocacy	Appear For/Attend	#N/A	LC1	10.00	3,187.50	0.00	0.00	3,187.50
			#N/A	Outside Counsel Charges (Local)	AH	0.00	0.00	20,000.00	0.00
Trial Total					10.00	3,187.50	20,000.00	0.00	23,187.50
Costs Assessment	Preparing costs claim	Draft/Revise	#N/A	CL	25.00	6,250.00	0.00	0.00	6,250.00
Costs Assessment Total					25.00	6,250.00	0.00	0.00	6,250.00
					190.70	37,033.23	32,000.00	4,000.00	73,033.23

TABLE OF COSTS AS SUMMARILY ASSESSED

Part_ID	Date	Hearing Description	Csl	PC Allowed	Counsel Fees Allowed	Disbs Allowed	Sol SF %	Counsel SF %	Sol SF	Counsel SF	VAT %	VAT on Sol SF	VAT on Csl SF
CACFA	01/02/2013	Application for specific disclosure	AH	£500.00	£1,000.00	£25.00	100.00%	50.00%	£500.00	£500.00	20.00%	£100.00	£100.00
CACFA	04/03/2014	Application to strike out defence		£1,460.00		£10.00	100.00%		£1,460.00	£0.00	20.00%	£292.00	£0.00

SUMMARY OF COSTS AS CLAIMED VS AMOUNTS IN LAST APPROVED / AGREED BUDGET

Prec-H Budget Phase	Phase Name	Pre Budget	Budgeted	Last Approved Budget	Departure from Last Approved Budget
Pre-action	Initial and Pre-Action Protocol Work	3,440.23		0.00	0.00
				0.00	0.00
ADR/Settlement	ADR / Settlement		4,972.50	500.00	4,472.50
				0.00	0.00
Issue/Pleadings	Issue / Statements of Case	2,208.50		2,750.00	-2,750.00
				0.00	0.00
Disclosure	Disclosure		3,738.46	5,000.00	-1,261.54
				0.00	0.00
Witness Statements	Witness statements		3,646.50	6,000.00	-2,353.50
				0.00	0.00
Expert Reports	Expert reports		4,835.00	1,500.00	3,335.00
				0.00	0.00
PTR	Case and Costs Management Hearings		2,159.00	4,500.00	-2,341.00
				0.00	0.00
CMC	Interim Applications and Hearings (Interlocutory Applications)	960.54		2,500.00	-2,500.00
				0.00	0.00
Trial Preparation	Trial preparation		17,635.00	15,000.00	2,635.00
				0.00	0.00
Trial	Trial		23,187.50	35,000.00	-11,812.50

RECEIVING PARTY'S LAST APPROVED / AGREED BUDGET

Precedent H Phase Name	J-Code Phase/Task	Pre-Budget			Budget Approved / Agreed			Combined
		Disbs (£)	Time costs (£)	Total Pre-Budget	Disbs (£)2	Time costs (£)2	Total Budgeted	Total (£)
Funding	JA00		1,500.00	1,500.00			-	1,500.00
Budgeting incl. costs estimates	JB00		2,500.00	2,500.00			-	2,500.00
Initial and Pre-Action Protocol Work	JC00		3,500.00	3,500.00			-	3,500.00
ADR/Settlement	JD00		4,000.00	4,000.00		500.00	500.00	4,500.00
Issue/Pleadings	JE00	3,500.00	4,500.00	8,000.00	250.00	2,500.00	2,750.00	10,750.00
Disclosure	JF00		3,500.00	3,500.00	2,500.00	2,500.00	5,000.00	8,500.00
Witness Statements	JG00		5,000.00	5,000.00	3,500.00	2,500.00	6,000.00	11,000.00
Expert Reports	JH00			-		1,500.00	1,500.00	1,500.00
Case and Costs Management Hearings	JI00		2,500.00	2,500.00	2,000.00	2,000.00	4,000.00	6,500.00
CMC	JI10		3,000.00	3,000.00		2,500.00	2,500.00	5,500.00
PTR	JI20	2,500.00	2,500.00	5,000.00	2,000.00	2,500.00	4,500.00	9,500.00
Interim Applications and Hearings (Interlocutory Applications)	JJ00			-			-	-
Trial Preparation	JK00			-	5,000.00	10,000.00	15,000.00	15,000.00
Trial	JL00			-	30,000.00	5,000.00	35,000.00	35,000.00
Costs Assessment	JM00			-			-	-
Contingent Cost A	XA01			-			-	-
Contingent Cost B	XA02			-		5,000.00	5,000.00	5,000.00
Contingent Cost C	XA02			-			-	-
Total Budget.	Total	6,000.00	32,500.00	38,500.00	45,250.00	36,500.00	81,750.00	120,250.00