

Statement of Costs

Description of fee earners*

- (a) (name) (grade) (hourly rate claimed)
(b) (name) (grade) (hourly rate claimed)

Attendances on (party)

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(a) (number)	<table border="1"><tr><td></td></tr></table>		Hours at £	<table border="1"><tr><td></td></tr></table>		£	<table border="1"><tr><td></td></tr></table>	
(b) (number)	<table border="1"><tr><td></td></tr></table>		Hours at £	<table border="1"><tr><td></td></tr></table>		£	<table border="1"><tr><td></td></tr></table>	

Attendances on

(a) (number)	<table border="1"><tr><td></td></tr></table>		Hours at £	<table border="1"><tr><td></td></tr></table>		£	<table border="1"><tr><td></td></tr></table>	
(b) (number)	<table border="1"><tr><td></td></tr></table>		Hours at £	<table border="1"><tr><td></td></tr></table>		£	<table border="1"><tr><td></td></tr></table>	

Attendance on

(a) (number)	<table border="1"><tr><td></td></tr></table>		Hours at £	<table border="1"><tr><td></td></tr></table>		£	<table border="1"><tr><td></td></tr></table>	
(b) (number)	<table border="1"><tr><td></td></tr></table>		Hours at £	<table border="1"><tr><td></td></tr></table>		£	<table border="1"><tr><td></td></tr></table>	

Site inspections

(a) (number)	<table border="1"><tr><td></td></tr></table>		Hours at £	<table border="1"><tr><td></td></tr></table>		£	<table border="1"><tr><td></td></tr></table>	
(b) (number)	<table border="1"><tr><td></td></tr></table>		Hours at £	<table border="1"><tr><td></td></tr></table>		£	<table border="1"><tr><td></td></tr></table>	

Work done on negotiations

(a) (number)	<table border="1"><tr><td></td></tr></table>		Hours at £	<table border="1"><tr><td></td></tr></table>		£	<table border="1"><tr><td></td></tr></table>	
(b) (number)	<table border="1"><tr><td></td></tr></table>		Hours at £	<table border="1"><tr><td></td></tr></table>		£	<table border="1"><tr><td></td></tr></table>	

Other work, not covered above

(a) (number)	<table border="1"><tr><td></td></tr></table>		Hours at £	<table border="1"><tr><td></td></tr></table>		£	<table border="1"><tr><td></td></tr></table>	
(b) (number)	<table border="1"><tr><td></td></tr></table>		Hours at £	<table border="1"><tr><td></td></tr></table>		£	<table border="1"><tr><td></td></tr></table>	

Work done on documents

(a) (number)	<table border="1"><tr><td></td></tr></table>		Hours at £	<table border="1"><tr><td></td></tr></table>		£	<table border="1"><tr><td></td></tr></table>	
(b) (number)	<table border="1"><tr><td></td></tr></table>		Hours at £	<table border="1"><tr><td></td></tr></table>		£	<table border="1"><tr><td></td></tr></table>	

Subtotal £

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Statement of Costs

Brought forward £

Other expenses

Others
(give brief description)

Total

Amount of VAT
Claimed

On solicitors fees

On other expenses

Grand Total

Date

Signed

Name of firm of
solicitors [partner]
for the (party)

*3 grades of fee earner are suggested: (1) Solicitors with over 4 years post qualification experience (2) Other solicitors and legal executives and fee earners of equivalent experience. "Legal Executive" means a Fellow of the Institute of Legal Executives. (3) Trainee solicitors and fee earners of equivalent experience. Those who are not Fellows of the Institute are not entitled to call themselves legal executives and in principle are therefore not entitled to the same hourly rate as a legal executive. In respect of each fee earner communications should be treated as attendances and routine communications should be claimed at one tenth of the hourly rate.