

PAYMENT FOR SERVICES - SCHEDULE A

- 1

**Fees for Professional and Technical Staff**  
Hourly charge rates for Partners, professional and technical staff are calculated by applying a multiplier to the respective salary cost and then adding other payroll costs. The range of hourly charges for the various professional and technical staff calculated in this manner is shown below:

	Charge Rates £ per hour
Director / Technical Director	128-130
Associate	90-110
Senior Consultant	70-94
Consultant	68-82
Technician / Graduate	50-68
Support staff	32-50
- 2

**Fee Limit**  
Agreed fee limit (excluding expenses and disbursements)  
Only to be exceeded with prior agreement from the Client
- 3

**Equipment Charges**  
Specialist field and laboratory instruments (a detailed schedule is available on request)
- 4

**Expenses**  
Car mileage at £0.55 per mile  
Accommodation and subsistence at cost  
Fax, telephone call and UK postage at cost  
Production/binding of reports at cost plus 10%
- 5(i)

**Disbursements**  
Disbursements charged by other organisations will be charged at cost and may include:
  - Photocopying, printing and reproduction of plans, reports and photographs;
  - Purchase of documents, drawings and maps required for undertaking the commission;
  - Fares, travelling, car hire and hotel expenses;
  - Postage, courier and delivery charges
- 5(ii)

**Specialist Services**  
Specialist services provided by other organisation will be re-charged with a management or handling charge included. Such services may include:
  - Specialist consultants, surveys and/or professional advisers;
  - Specialist records or survey information from third party organisations;
  - Services such as chemical analysis and laboratory testing undertaken by specialist firms;
  - Plant hire and labour subcontractors' charges;
  - Hired or purchased specialist field and laboratory instruments
- 6

The above charges are applicable during 2021 (1 January to 31 December). The Consultant reserves the right to review and adjust the charges detailed in this schedule to cover increases in costs by written submission to the Client.