

TIME COSTING

NON-FIXED FEE MATTERS

- All items are in units of time: 60 units = 1 hour = \$500.00
- All figures set out below are **exclusive** of GST

DOCUMENTS

Item	Description	Units	Cost
1.	Drawing any document of importance other than correspondence and those listed in item 2 (per page)	30	\$250.00
2.	Drawing proofs, indices, formal lists, extracts from other documents, list of authorities, or other formal documents (per page)	12	\$100.00
3.	Engrossing documents, when copying or scanning is not appropriate (per page)	5	\$50.00

PERUSING AND EXAMINING DOCUMENTS AND ELECTRONIC DOCUMENTS

		Units	Cost
4.	Perusing documents (per page)	3	\$25.00
5.	Examining documents when a perusal is not justified (per page)	1	\$8.33
6.	Documents produced by copying or scanning, or receiving emails, faxes, or any other electronic transmissions (per page)		\$0.50

ATTENDANCES AND COMMUNICATIONS

Attendances and oral communications, whether personal or by electronic communication or by telephone, including attendances to swear or take affidavits, or attendances on file, research, conferences with counsel and between solicitors, per hour or part thereof in 6 minute units:

		Units	Cost
7.	By a lawyer involving skill	60	\$500.00
8.	By a lawyer not involving skill	36	\$250.00

9.	By a legal assistant	18	\$150.00
10.	Filing or delivery of documents, or attending to searches, whether personal or electronic	18	\$150.00

CORRESPONDENCE

Attendances and oral communications, whether personal or by electronic communication or by telephone, including attendances to swear or take affidavits, or attendances on file, research, conferences with counsel and between solicitors:

		Units	Cost
11.	Any correspondence whether sent by letter, email, SMS or fax (per page)	15	\$125.00
12.	Circular or very short correspondence (per page)	6	\$50.00