

IN THE [Name of Court]

Case no.:.....

BETWEEN

[name]

Claimant

- and -

[name]

Defendant

[CLAIMANT/DEFENDANT'S] BILL OF COSTS TO BE ASSESSED PURSUANT TO

THE ORDER DATED .....

V.A.T. No. ....

[Background information - the receiving party will normally set out basic information about the case to set a background by which the costs can be assessed]

The [claimant/defendant] instructed [name of solicitors firm] under a [private retainer/conditional fee agreement etc...] dated [date] which specifies the following [base] fees [and success fees].

Partner - £... per hour plus VAT

Assistant Solicitor - £... per hour plus VAT

Other fee earners - £... per hour plus VAT

[Success fee: ..% ]

Item no.	Description of work done	VAT	Disbursements	Profit costs
	1 July .... Claim issued			
1	Court Issue fee		£400	
	5 August .... Claim served			
	3 September... Defence served			
2	Fee on allocation		£80	
	20 October ... Allocation hearing			
	Engaged 2 hours			

	Travel and waiting 2 hours	£80	
3	4 hours at £250 per hour		£1,000
	Travel to court - 20 miles	£8	
	Summary	£568	£1,000

