

Medicolegal-Psychology-Neuropsychology Ltd
Terms and Conditions of Professional Engagement
Effective from 01/05/2026

1. Professional Fees & Instruction Tiers

Fees are structured to ensure a consistent net professional rate. Instructions are accepted under two distinct fee tiers:

1.1 Direct Instruction Rate

- **Hourly Rate:** £325.60 per hour.
- **Applicability:** Direct instructions from legal firms, insurers, or government bodies where no third-party agency service charges apply.

1.2 Agency Instruction Rate

- **Hourly Rate:** £383.10 per hour.
 - **Applicability:** Instructions via Medico-Legal Agencies (e.g., Premex, UKIM).
 - **Purpose:** This rate accounts for mandatory agency service charges to ensure the Expert's net professional fee remains at the base level of £325.60.
-

2. Medico-Legal Assessment Services

2.1 Standard Assessment Estimate

- **Standard Case:** Estimated at 24 hours (inclusive of interview, review, and reporting).
- **Basis:** Assessment conducted in North Devon with medical records/files not exceeding 500 pages.
- **Additional Documentation:** Files exceeding 500 pages are charged at a rate of 2 hours per additional 500 pages.

2.2 Medical Record Reviews

- Reviews often commence several weeks prior to the assessment date.
- All time spent reviewing records is chargeable.
- Instructing parties must provide a clear page count or volume description prior to instruction, particularly for urgent disclosures or fixed-cost estimates.

2.3 Travel

- **Travel Time:** Charged at 50% of the applicable hourly rate (£162.80 for Direct / £191.55 for Agency).
-

3. Court Attendance & Counsel Liaison

- **Preparation:** All preparation time, including Conferences with Counsel, is charged at **£338.80 per hour**.
 - **Court Attendance:** Charged at a flat rate of **£1,694.00 per half-day** (or part thereof).
-

4. Cancellation & Non-Attendance (DNA) Fees

4.1 Interview/Examination

- **Less than 48 hours' notice:** 100% of the estimated assessment fee is payable.

4.2 Court / Conference with Counsel

- **15–21 days' notice:** 25% of the booked half-day rate.
 - **8–14 days' notice:** 50% of the booked half-day rate.
 - **Less than 7 days' notice:** 100% of the booked half-day rate.
-

5. Clinical Treatment Services

- **Hourly Rate:** £246.40 per hour (VAT exempt per Health Professions Order 2001).
 - **Travel Time:** Charged at 50% of the treatment rate (£123.20).
 - **DNA/Cancellation:** Less than 48 hours' notice is charged at the full rate of the time allocated.
-

6. Payment Terms & Debt Recovery

6.1 Settlement

- Payment is due via BACS within **30 days** of report production/invoice date.
- Invoices are issued electronically via Sage accounting software.

6.2 Late Payment & Breach

- Non-payment by the due date constitutes a material breach of these terms.
- **Interest:** Unpaid amounts shall bear interest at the **Statutory Interest rate of 8%**, accruing daily, plus Late Payment Compensation per the Late Payment of Commercial Debts (Interest) Act 1998.
- **Recovery Costs:** The client is liable for all costs incurred in the recovery of debt, including but not limited to legal fees, administrative time, and court costs.