

Mr Richard Anthony Linforth
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Terms and Conditions

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[1.] Fees:

[1.1] Fees for the preparation of medical reports, court attendances, conferences and dealing with correspondence:

Time	Fee
Travel Hourly rate	£100.00 per hour
Standard rate	£175.00 per hour
Half day	£750.00
Full day	£1500.00
1 Day + Overnight stay	£2000.00

[2.] Report writing:

Standard Liability reports are usually charged at £875 for 5 hours of work.

[2.1] Should a case be unexpectedly complex, such that further time is required, then we will only spend up to one further hour working on a report before further authorisation is sought; this may influence the quoted turnaround time.

[2.2] If further work is required, after providing the initial report to our instructing party, then this will be chargeable in line with these terms and conditions of business: [1.1].

[2.3] Screening reports, on no more than 500 pages, and NHSLA short reports are charged at £500.00.

[3.] Consideration of imaging:

[3.1] Consideration of any imaging provided will be for advice only as Mr Linforth is not a Radiologist.

[4.] Travelling Expenses:

[4.1] Travelling time for court attendance, consultations, and/or conferences is charged in line with these terms and conditions of business: [1.1].

[4.2] Travelling expenses will also include Business class travel by rail in addition to hourly rate.

[5.] Payment of fee notes:

[5.1] Payment is due within 60 days of the date of the fee note. If payment has not been received within 60 days, interest will be added at 1% per month thereafter from the date of invoice.

[5.2] We are unable to continue working on any file with an outstanding invoice of more than 60 days.

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[6.] Experts cancelling conferences, appointments and/or consultations:

[6.1] From time-to-time our experts are required to undertake urgent clinical business, which may result in the cancellation of a conference, appointment and/or a consultation; we do not accept any responsibility for any fees incurred by claimants and/or by our instructing parties in this respect.

[7.] Cancellation periods:

[7.1] Investigations, conferences and/or court attendances will trigger the following cancellation fee (calculated from the date notice is provided):

[7.1.1] Cancellation notice provided within 1 month of booked date: 0%

[7.1.2] Cancellation notice provided less than 2 weeks of booked date: 25%

[7.1.3] Cancellation notice provided less than 1 working days of booked date: 75%

[7.1.4] Cancellation notice provided less than 48 hours of booked date: 100%

[8.] Report/opinion turnaround:

[8.1] We strive to deliver draft medical reports within 2 weeks from the date of clear agreement to terms and receipt of all the respective documentation. For a report with a consultation, again the anticipated turnaround time is 4 weeks from the date consultation, providing we have clear agreement to terms, in addition to having received all respective documentation.

[8.2] The anticipated turnaround time to deal with correspondence is 7 working days.

[8.3] Instructing parties accept that they are instructing experts who have full NHS clinical duties and, from time-to-time, unforeseen delays may be encountered where urgent NHS clinical duties arise.

[9.] Urgent report/opinion surcharge:

[9.1] For a report to be provided within 7 working days, a surcharge of 25% is applied to the final fee.

[9.2] For correspondence to be dealt with inside of 3 working days, a surcharge of 25% is applied to the final fee.

[10.] Medical records:

[10.1] We are a paper free office, and where possible, we request that our instructing parties forward medical records electronically.

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[10.3] In order to save time, and ultimately cost, records must be organised. We recommend that records are organised, chronologically, into the following sub-categories.

[10.3.1] Hospital Records: 1. Clinical notes; 2. Operation notes; 3. Nursing Notes; 4. Observation charts; 5. Prescription sheets; 6. Investigation reports; 7. Correspondence.

[10.3.2] GP Records: 1. Computerized records; 2. Lloyd-George records; 3. Correspondence.

[10.3.3] Unorganised records will affect the quoted turnaround time and may impact upon the quotation provided.

[11.] Acceptance:

[11.1] Acceptance of these terms and conditions is an acceptance of an express contract providing the courts with exclusive and non-exclusive jurisdiction as appropriate. Any dispute will be settled under English Law.

Name of Organisation:

Name of Authorising Party:

Position in Organisation:

Signature of Authorising Party:

Date of Signature:
