

## Appendix 4

Charge out Rates as at 1<sup>st</sup> January 2017

### Staff Grade

### **Charge Out Rate per hour (£)**

Insolvency Practitioner	300
Senior Manager	200
Manager	140
Supervisor / Senior Manager	125
Case Administrator	95
Cashier	Nil
Support Staff	50

### Category 1 Disbursements

Bank Charges	At Cost
Bordereau/Insurance	At Cost
Bank Connect	At Cost
Case Advertising	Per Agents/Advertisers invoice
Courier	At Cost
BIS IVA Registration Fees	At Cost
File Archiving	At Cost
Land Registry Restrictions/Inhibitions/ Searches	At Cost (Land Registry/Agents Fees)
Outsourced Mailing	At Cost
Postage	At Cost
Post Re-Direction	At Cost
PPI Recovery and Review Fees	At Cost
Software Charges	At Cost
Storage	Pro-rata basis per number of boxes per storage charge invoice (external suppliers only)
Subsistence	At Cost
Travel	At Cost for Public Transport and Taxis and 40p per mile for cars

### Category 2 Disbursements

Internal costs for Faxes, Photocopying, Room Hire, Stationery, File Setup, will not be charged