

# MERRILL LEGAL SOLUTIONS

## Daily Litigation Transcription Services

Case name: Gosport War Memorial Hospital  
Inquest

Quote for: Hampshire Coroners' Office

Date: 13/03/2009

Location: Portsmouth Guildhall

Our ref: 15673

Attendance	Rate/day
Standard Attendance Fee (5½ hours)* per day	£840
Standard Attendance fee (if confirmed with less than two working days' notice)	£945
Overtime (each hour over 5½ hours)	£185
Hard copy transcripts (plus courier delivery)	£32

Case Cancellation	Rate
Cases sitting 3+ days -5 working days' notice	£840
Cases sitting -3 days -24 working hours' notice	£840

### Daily Service

Standard Attendance Fee (5½ hours) per day £840 to be split between parties.

Service includes: One hard copy transcript for the Judge and email transcripts for parties. Delivery charges apply.

Case commencing: 18/03/2009

Duration: 30 days

Service Item	Units	Rate	Split	Amount
Attendance - Daily (5.5 hours)	1.00	1,110.00	6	185.00

Quotation total \*\*

£5,550.00

Confirmation

Signed by:

(Please print name)

On behalf of:

Please note that by signing this form you are agreeing to the terms and conditions overleaf.

\* This Acceptance form is valid for these dates and any future dates within a three-month period

\*\* Please note additional charges for cases sitting outside London are enclosed

### Invoice Details

Invoice Contact Name

Invoice Address

VAT Registration Number if required

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Additional charges		Cases Sitting in London	
Weekend & Bank Holidays	Rate		Rate
Weekend sitting rates (up to 5½ hours per day*)	£1260	Overtime (each hour over 5½ hours*)	£265
Bank Holiday sitting rates (up to 5½ hours per day*)	£1680	Additional fee (if sittings last over seven hours per day*)	£525
*All additional charges such as overtime, additional fees etc. will be charged at time and a half on Saturdays and double time on Sundays and Bank Holidays		Non-sitting days (non-sitting days during proceedings, per day)	£840
		Relocation set-up fee	£525

\*Sitting times are calculated from the start time provided by the client, to the finish, deducting one hour for lunch. Additional breaks whilst appreciated will not be deducted from the sitting time.

Cases Sitting Outside of London	Rate
Overtime (each hour over 5½ hours*)	£265
Additional fee (if sittings last over 7 hours per day*)	£525
Non-sitting days (non-sitting days during proceedings, per day)	£840
Travel days (fee for any day spent travelling to and/or from location, including weekends)	£840
Subsistence (daily subsistence charge for reporters and technical staff)	£51

We will require the use of a room where our reporters can edit and produce the transcript each evening. The transcript will be available from this room each evening approximately five hours after the hearing rises each day. Room hire, if necessary, will be billed in addition.

To produce the hard copy transcripts for cases sitting outside of London, our reporters will need access to an HP LaserJet (or compatible) printer and photocopying facilities. Please let us know well in advance if these facilities will not be available. Equipment carriage and accommodation will be billed.

Transport for the reporter and technical support will also be charged if the location is outside a one mile radius of the Royal Courts of Justice, London.

### Terms & Conditions

Documents should be provided on CD in a text format, where possible, in order to assist with the prompt editing of the transcript. If there is a great deal of reading during proceedings, clients will be given the option of leaving the readings out of the transcript, in order to meet transcript deadlines. We will need access to the following items:

- a glossary of terms
- a copy of the core bundles
- a front page for the transcript

These documents will be used by our reporters and will minimise delays in completing their work. Please arrange to have any documents sent, marked clearly with the name of the case, to our office at the address below. Return details should be provided and courier charges will be billed on. Bundles sent without return information will be destroyed 4 weeks after the end of the hearing. Secure destruction will be billed at £1 per file.

With our stenography service, our Editorial and Production teams endeavour to have transcripts ready for dispatch within three hours of the conclusion of a normal 5½ hour sitting day, for cases sitting in London. There may be delays when large numbers of documents are read e.g. openings and closings or following long sitting days. Please note that all sitting days should be arranged in accordance with Health & Safety regulations.

We require written confirmation from all parties who will contribute to the principal costs prior to the commencement of proceedings. The signatory of the acceptance form will be liable for payment and we will not be able to re-issue the invoice to a different party unless informed prior to confirmation. Please note that if other parties involved in the case refuse to partake in the service offering, the signatory on this acceptance form will bear the total costs for the service provided.

Notice of cancellation of sitting days should be given to your Case Manager in writing: E-mail: [casemanagers@merrillcorp.com](mailto:casemanagers@merrillcorp.com) or by facsimile on 020 7404 1424. Cancellation notice periods cover working hours only, comprising Monday - Friday 9.30am - 5.30pm.

Subject to satisfactory credit clearance, all charges are invoiced on a weekly basis and are due for settlement within 28 days of the date of invoice. If invoices remain outstanding 30 days after the date of invoice, WordWave International reserves the right to charge interest of 4% compound on overdue amounts. Settlement of WordWave International's invoices is not dependent upon receipt of monies owed to the signatory by their client, for charges incurred for this case. All prices shown are exclusive of VAT and remain valid for 30 days.

In the event of additional charges being incurred during the course of providing this service, WordWave International reserves the right to pass these on at cost plus a 20% administration charge.

By signing this form you accept confirmation of the prices and terms and conditions referred to in this quotation for transcription services, as provided by WordWave International.