

TO: global billing | Suite 302, Level 3 | GPO Box 3242
 costs lawyers | 145 Eagle St, Brisbane Q 4000 | Brisbane Q 4001

FROM: Firm Name and Address

Author

RE:

WORK TO BE PERFORMED (please tick appropriate boxes)

- SOLICITOR AND OWN CLIENT (tick appropriate box in Sections A + B + C)
 - A. Pursuant to Client/Costs Agreement (please attach copy)
 - Scale
 - B. Lump Sum Assessment with disbursements (please attach copy of ledger)
 - Lump Sum Assessment without disbursements
 - Detailed Summary (long form) Assessment with disbursements (please attach copy of ledger)
 - Detailed Summary (long form) Assessment without disbursements
 - Narrative Assessment (particularised) with disbursements (please attach copy of ledger)
 - Narrative Assessment (particularised) without disbursements
 - Itemised Account/Bill of Costs (please attach copy of ledger)
 - C. Period of Assessment
 - Entire file
 - From last account
 - Specific period please state : /..... /..... to /..... /.....
- PARTY AND PARTY (tick appropriate box in Sections A + B + C)
 - A. Standard Basis
 - Indemnity Basis
 - B. Pursuant to Court Order (please attach copy)
 - Pursuant to Terms of Settlement (please attach copy)
 - C. Detailed Summary (long form) Assessment with disbursements (please attach copy of ledger)
 - Detailed Summary (long form) Assessment without disbursements
 - Costs Statement/Bill of Costs/Itemised Costs Account (please attach copy of ledger)
- OTHER (please attach detailed instructions)

SPECIAL INSTRUCTIONS

.....

TERMS OF PAYMENT (Schedule of Fees available on request)

We hereby undertake to pay global billing costs lawyers for the work herein requested in accordance with global billing costs lawyers current schedule of fees within seven days of completion and return of the work herein requested. Other payment terms will only be accepted when there is a prior arrangement with global billing costs lawyers.

DATE: /..... /..... Signature