

# GILLIAN HOWARD

Employment Lawyer

## MY TERMS OF BUSINESS

1. Only I handle your work other than when Counsel is instructed and even then I am involved in every step of the case.

I am licensed under the BarDirect Scheme to instruct Counsel directly rather than having to use the services of a Solicitor to instruct Counsel

I am regulated under Claims Management Regulation, Ministry of Justice

2. I make myself available in the evenings and at weekends and on holiday if required. I am approachable and flexible in how I work. My mobile telephone is either switched on or it takes a message and I try to call you back within hours of your call. I do ask that you use your discretion and call out of hours or when I am on holiday only when it is a real emergency. I operate an 100% uplift in my hourly rate for working out of hours or on holiday or at weekends.

## OFFICE PROCEDURES

1. Person dealing with your case: Gillian S Howard

2. Current charging rate:- £400 plus VAT and disbursements depending upon means and size of claim  
I am quick and efficient and am very reasonable about discounting fees for individuals who are genuinely unable to pay my normal charges.

I normally ask for payment direct into my Bank account for all fees and an initial £1600 plus VAT for fees on account before the initial consultation (this can be negotiated if you have any problems or if the consultation is for a one-off piece of advice).

4. Office hours: 9.00 6.00 each weekday

5. Emergency hours: any time day or night or at weekends for urgent or emergency calls etc

In dealing with your case I shall use my best endeavours to:

- (i) answer all correspondence within two working days of receipt;
- (ii) keep you informed of progress;
- (iii) explain the effect of procedures;
- (iv) give you any variation of any costs forecasts given before the charges are altered.