



18 Park Road
Howick
3290

Tel: 033 330 2301

Alt Tel: 033 330 2430

Email: info@findlater.co.za

Website: www.findlater.co.za

Company Registration Number: 2022/417140/21

Dear Sir / Madam,

RE: MANDATE

Kindly note that our fees stipulated below exclude VAT.

1. HOURLY RATE:

1.1 R2 200.00 per hour for non-urgent matters calculated as follows:

Consultations, attendances, conferences, inspections, research/preparation, sorting/arranging and duration of travel are done on a time basis –

Attorney (over 10 years)	- R550.00 per 15 minutes or part thereof;
Attorney (less than 10 years)	- R450.00 per 15 minutes; or
Candidate Attorney	- R300.00 per 15 minutes or part thereof

1.2 R2 500.00 per hour for urgent matters calculated as follows:

Urgent bail applications, Family Law matters consisting of emergency intervention regarding abuse / neglect, child abandonment, urgent attendances (same day attendance or after-hours attendance required), immediate or after-hours consultations, urgent and unexpected travel are done on a time basis –

Attorney (over 10 years)	- R650.00 per 15 minutes or part thereof;
Attorney (less than 10 years)	- R550.00 per 15 minutes or
Candidate Attorney	- R400.00 per 15 minutes or part thereof

2. DOCUMENTATION & OTHER CHARGES:

2.1 Drafting Opinions, Memorandums or Formal documents – R550.00 per page;

2.2 Drafting letters/emails and informal documents including Whatsapp Messages (if lengthy messages) – R200.00 per page;

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2.3 Receipt/Perusal of documents and correspondence – R100.00 per page;

2.4 Receipt/Perusal of Whatsapp messages (if lengthy messages) – R100.00 per page;

2.5 Short Whatsapp messages sent and/or received – R 50 per message;

2.6 Scanning of documents – R70.00 per PDF;

2.7 Telephone calls made and received – R200.00 per 5 minutes or part thereof;

2.8 FICA registration, identification and verification fee – R400.00 (once off)

2.9 Retrieving files from archives – R400.00;

[NOTE: 'Per page' will stand as actual pages and not word count pages.]

3. DISBURSEMENTS:

3.1 Disbursement/invoices received for payment for the running of the matter – Sheriff's accounts, Advocates fees etc. will be paid by the Client.

3.2 Travelling disbursement in addition to travel duration – R8.00 p/km.

3.3 Telephone calls made – R5.00 per call;

3.4 Printed pages / copies – R7.00 per page;

3.5 Scanning of documents – R70.00 per PDF.

4. ACCOUNTS:

4.1 Interim accounts will be rendered by way of an itemized bill with a drawing fee of 11% on the fees.

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4.2 Interim accounts are payable on presentation with an interest rate of 2% per month on all overdue accounts.

4.3 Receipt/Perusal of WhatsApp messages (if lengthy messages) – R100.00 per page;

4.4 Short WhatsApp messages sent and/or received – R 50 per message;

4.5 Scanning of documents – R70.00 per PDF;

4.6 Telephone calls made and received – R200.00 per 5 minutes or part thereof;

4.7 FICA registration, identification and verification fee – R400.00 (once off)

4.8 Retrieving files from archives – R400.00;

[NOTE: 'Per page' will stand as actual pages and not word count pages.]

5. REQUIRED FOR PAYMENT:

5.1 In whose name should the invoices be made out to;

5.2 Identity number of the person responsible for our account;

5.3 Physical address of the person responsible for our account;

5.4 The e-mail and postal/physical address to which all accounts should be submitted for payment;

5.5 Income tax number and VAT number (where applicable) for FICA registration;

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5.6 A Trust Deposit will be required upon appointment as your legal representative to cover interim costs and disbursements. This deposit will be discussed in your consultation with our attorney.

Mandate accepted by: _____
(full name and surname as stipulated on your ID or Company's Name)

Identity Number: _____

Company Registration Number (if applicable): _____

Cell Number: _____

Email: _____

Vat Number (if applicable): _____

Income Tax Number (if applicable): _____

Chosen **residential/company address** which I nominate as my *domicilium citandi et executandi*:

Signed at _____ on this _____ day of _____.

_____(Signature)