

Fee Schedule – Businesses

Client status	Payment by 20 th of month	Payment within 7 days
Premium Hotline Member	\$200 per hour	\$180 per hour
Basic Hotline Member	\$250 per hour	\$225 per hour
Non Member	\$300 per hour	\$270 per hour
Brief from preferred solicitor (NB you may be subject to a further charge from your solicitor)	\$200 per hour	\$180 per hour

Notes:

1. All hourly rates are **exclusive** of GST.
2. For a full explanation of how the fee schedule works and how to become a Hotline Member click here: <http://www.approachablelawyer.com/feesexplanation.pdf>

Fee Schedule – Employees

Most cases are able to be conducted on a fixed fee basis as set out below. However, some cases which are exceptionally novel or high value may be charged on an hourly rate of \$175 + GST. Please ask at the outset whether your case falls into this category.

For all other work, an hourly rate of \$175 + GST will be charged with a 10% discount for payment within 7 days of the invoice date.

Employee Personal Grievances	Price	Payment in advance
Initial consultation and preparing letter to employer	\$700	\$630
Preparation for attendance at mediation or settlement meeting with employer * Assumes ½ day at mediation or in meeting	\$750 *	\$675.00
Drawing up settlement agreement	\$175	\$150
Filing Statement of Problem with Employment Relations Authority	\$450	\$400
Preparation for investigation meeting (including telephone conferences with the Employment Relations Authority, attending to all aspects of discovery, preparation of main witness statement. If the case settles after this preparation fee has been incurred, a partial refund may be given depending on the amount of preparation undertaken or the extent of the settlement	\$1,200	\$1,080

negotiations).		
Preparation of additional witness statements	\$500 each	\$450
Brief fee incurred for attendance at Investigation Meeting (NB. The brief fee is incurred 3 working days prior to the Investigation Meeting and includes attendance at the first day of the hearing. If the case settles after the brief fee has been incurred, a partial refund may be given depending on the amount of preparation undertaken or the extent of the settlement negotiations).	\$1,500	\$1,300
Additional attendances at Investigation Meeting	\$500 per half day	\$450 per half day.
Written submissions on liability	\$400	\$360
Written submissions on costs	\$300	\$270

Notes:

1. Fixed prices are quoted **inclusive** of GST.
2. An additional contingency fee of up to 20% on the final fee may be charged for particularly novel, complex or high value cases. Please ask at the outset whether your case falls into this category.
3. **Payment Terms:** Payment can either be made in advance, on the 20th of the month following, or in the case of financial hardship by instalments. Payment by instalments is to be made by a payment of \$450 upon receipt of instructions, plus \$450 per month until the conclusion of the case with the balance of the fees payable on conclusion of the case. Any overpayments will be refunded.