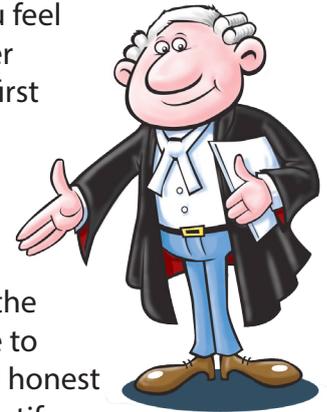


New Clients

If you are a new client to Approachable Lawyer then it is important to us that you feel comfortable with the advice that you are receiving before you commit to a longer term relationship with us. Therefore, we offer special introductory rates for your first consultation as follow:

Telephone consultation (30 mins or less): \$100 + GST
Face to face meeting (1 hour or less): \$200 + GST

These fees include briefly reading any background material you send us prior to the consultation. The purpose of the initial consultation is to give you the confidence to make a decision whether to proceed with your case further. We will be open and honest with you and will not encourage you to pursue a grievance if the merits do not justify it or the costs would outweigh any perceived gain. We will always provide our best estimate of the likely costs you will incur at each stage of the grievance process.



Personal Grievance Claims

We aim to to give you certainty concerning the level of fees you will incur when you engage us to represent you. However, we do not charge on a “no win / no fee” basis, nor do we offer legal aid.

The fee you will be charged for the work we do will be calculated based upon an hourly rate which reflects the likely damages award you would receive in the Employment Relations Authority or any settlement we achieve on your behalf. Since both damages and settlements often reflect the salary or wages which you earned with your employer, the hourly rate we charge will be determined in accordance with the table below. Where possible we will give you an estimate of the likely costs you will incur for each stage of your grievance. However, since these are only estimates we cannot guarantee how much you will have to pay since the final amount is often influenced by outside factors. We pride ourselves on being efficient at every stage of the grievance process and will keep you updated as costs are incurred.

Remuneration \$60k pa or below	Between \$61k - \$80k	Between \$81-\$119k pa	\$120k pa or above
\$250 + GST ph	\$275 + GST ph	\$300 + GST ph	\$325 + GST ph

Payment of fees

Unless we agree separately with you, all cases will be invoiced on a monthly basis or at significant milestones. We are often unable to wait until the conclusion of a case to receive payment, therefore you should budget for these fees irrespective of the outcome. In cases of severe financial hardship we are happy to discuss payment terms.

Other Advisory Work

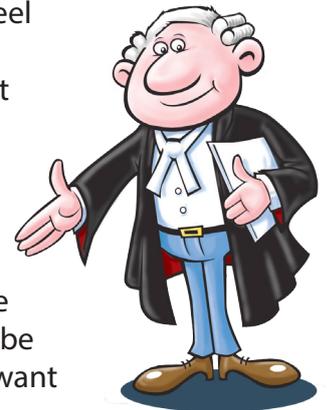
We also provide advice in relation to matters which do not fall into the typical grievance model. For example, advice in relation to signing an employment agreement or representation at a disciplinary or performance management meeting. We also charge for this type of advice based upon the table above. Where long travel time is required attend a meeting with your employer we will quote you separately.

New Clients

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Telephone consultation (30 mins or less): \$125 + GST
 Face to face meeting (1 hour or less): \$250 + GST

These fees include briefly reading any background material you send us prior to the consultation. If you subsequently decide to become a Hotline Member this fee will be credited to your membership. If you decide not to become a Hotline Member, but want to receive further advice that will be charged at the hourly rate of \$300 + GST.



Hotline Membership

Most businesses that become clients of Approachable Lawyer prefer to join our Legal Hotline service. That's because the Legal Hotline offers lower consultancy rates, gives you access to template legal documents for your business and is designed to be a proactive way of keeping your business litigation-free. There are three levels of Hotline Membership designed specifically for small or medium sized businesses (i.e. businesses with less than 20 employees). For businesses with over 20 employees we can offer a tailored retainer agreement specifically to deal with employment issues.



Acceptance to the Hotline programme is NOT automatic. That's because we limit the number of Hotline Members to the top 150 businesses who are serious about growing their business or keeping their business litigation-free. Therefore, you must apply for membership and have that accepted by us. Upon acceptance, you will receive a Hotline folder which you can use to keep all your legal documents in one place. The folder will also include details of how you can best use your Hotline Membership. As a member you are entitled to a level of legal advice every year, access to the Secret Library of legal document templates, and lower consultancy fees in case you exceed the level of advice offered in the package you choose. Here are the levels of membership:

Membership Category	Secret Library Membership Fee (Note 1)	Monthly Fee (Note 2)	Hours of Legal Advice p.a (Note 3)	Consultancy Rates (Note 4)	YOU SAVE (Note 5)
Secret Library	\$480 + GST	nil	0	\$325 + GST	\$0
Bronze	\$300 + GST	\$60 + GST	4	\$275 + GST	\$760 + GST
Silver	\$150 + GST	\$120 + GST	9	\$250 + GST	\$1815 + GST
Gold	nil	\$200 + GST	16	\$225 + GST	\$2400 + GST

The Small Print

1. The Secret Library membership fee is a one off fee which covers your membership of the Secret Library and set up costs. It is not refundable.
2. The monthly fee must be paid either by monthly or yearly automatic payment. You can cancel at any time by giving one month's notice. If you cancel part way through a membership year then we will allocate your hours on a pro rata basis and invoice you at our normal business rate (\$325 + GST/hour) for any time used in excess of your allocated hours.
3. Legal advice not used in any one year may be carried forward to subsequent years up to a maximum of 16 hours.
4. These are the hourly rates you pay if you exceed your allocated hours.
5. Savings based upon membership of Secret Library plus the cost of the allocated hours of legal advice charged at our normal business rate of \$325 + GST/hour.