

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

TUESDAY



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11/06/2019

#381

COMPANIES HOUSE

### 1 Company details

Company number 0 4 0 2 6 7 8 6

Company name in full Colsan Instrument Services Limited

→ Filling in this form  
Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Vincent John

Surname Green

### 3 Liquidator's address

Building name/number 4 Mount Ephraim Road

Street Tunbridge Wells

Post town Kent

County/Region

Postcode T N 1 1 E E

Country

### 4 Liquidator's name ①

Full forename(s) Mark

Surname Newman

① Other liquidator  
Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ①

Building name/number 4 Mount Ephraim Road

Street Tunbridge Wells

Post town Kent

County/Region

Postcode T N 1 1 E E

Country

① Other liquidator  
Use this section to tell us about  
another liquidator.

LIQ03

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**6** Period of progress report

From date	<sup>d</sup> 1	<sup>d</sup> 7	<sup>m</sup> 0	<sup>m</sup> 4	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8
To date	<sup>d</sup> 1	<sup>d</sup> 6	<sup>m</sup> 0	<sup>m</sup> 4	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9

**7** Progress report

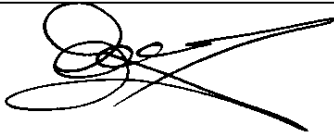
☒ The progress report is attached

**8** Sign and date

Liquidator's signature

Signature

X



X

Signature date	<sup>d</sup> 1	<sup>d</sup> 0	<sup>m</sup> 0	<sup>m</sup> 6	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9
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# LIQ03

## Notice of progress report in voluntary winding up



### Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name **Vincent John Green**

Company name **Crowe U.K. LLP**

Address  
**4 Mount Ephraim Road**  
**Tunbridge Wells**

Post town **Kent**

County/Region

Postcode **T N 1 1 E E**

Country

DX

Telephone **01892 700200**



### Checklist

**We may return forms completed incorrectly or with information missing.**

**Please make sure you have remembered the following:**

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.



### Important information

**All information on this form will appear on the public record.**



### Where to send

**You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:**

The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.



### Further information

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

**This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**



**Colsan Instrument Services Limited  
(In Creditors' Voluntary Liquidation)**

**Annual Progress Report to 16 April 2019**

**Vincent John Green  
Mark Newman**

**Crowe U.K. LLP  
4 Mount Ephraim Road  
Tunbridge Wells  
Kent  
TN1 1EE**

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## 1. INTRODUCTION

On 17 April 2014, Vincent John Green and Mark Newman of Crowe U.K. LLP were appointed Joint Liquidators of Colsan Instrument Services Limited ("the Company").

This Progress Report summarises the progress of the Liquidation for the period from 17 April 2018 to 16 April 2019 ("the Reporting Period").

Statutory information relating to the Company is attached at **Appendix I**.

## 2. ADMINISTRATION AND PLANNING

The Joint Liquidators are required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progression of the administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks can be found at **Appendix II**

### Reporting

The Joint Liquidators have met their statutory and regulatory duties to report to creditors, as listed below. In consideration of the need for transparency and engagement with creditors, care has been taken to ensure that reports and other communications with creditors have provided useful details of the strategies pursued and the outcomes anticipated.

During the Reporting Period, the following key documents have been issued:

- The fourth annual progress report for the period 17 April 2017 to 16 April 2018

### Other administrative tasks

During the Reporting Period, the following material tasks in this category were carried out:

- Conducting periodic case reviews to ensure that the Liquidation is progressing efficiently, effectively and in line with statutory requirements;
- Maintaining case files, including documenting decisions made by the Joint Liquidators that materially affect the Liquidation

## 3. REALISATION OF ASSETS

The Joint Liquidators' Receipts and Payments account is attached at **Appendix III**.

Detailed below is key information about asset realisations and the Joint Liquidators' strategy, however, more details about the work undertaken can be found at **Appendix II**. The Joint Liquidators formulated and worked through a realisation strategy that sought to maximise realisations net of costs. The financial benefit of those efforts is described further below.

### Third Party Receipts

In the Reporting Period, debtor receipts received in error have been paid to the Company's pre-appointment bank account totalling £671.40

These funds were received in error and were subsequently refunded to the relevant unassociated third parties in the Reporting Period

### Unallocated Receipts

In the Reporting Period, unallocated receipts totalling £1,758.08 have been received.

Communications remain underway with CAJ Contract Services Limited ("CAJ") relating to both the unallocated receipts received in the Reporting Period and all funds received in the Liquidation. The Joint Liquidators require detailed documentary evidence to prove that funds received are not Company assets. No funds will be released to CAJ (or any other party) until full documentary evidence has been supplied and a review has been completed.

### Assets Still to be Realised

#### Book debts

According to the directors' Statement of Affairs, debtors with a book value of £103,132.00 were expected to realise £49,545.00. Following a review of the debtor ledger further sums were identified increasing the book value to £120,776.68.

In the Reporting Period no further book debts have been recovered. However, the unallocated receipts and third party receipts remain under review and it is possible that some of these funds relate to book debts.

As previously reported, it has proven necessary to write off certain debtors of £21,296.59 for the reasons stated below:

- Sums have been deducted for the costs of correcting defective works undertaken by the Company;
- Counterclaims have been submitted for defective works and it has not been economical to pursue those debts further;
- The Company's accounting information was not updated upon payments received into the Company's bank account prior to our appointment.

Accordingly, balances totalling £78,006.98 remain outstanding.

In light of several disputes and counterclaims, it is not possible at this stage to estimate whether further realisations will be achieved.

As stated above, we continue to pursue comments from the directors on the counterclaims made. Accordingly, our efforts to collect these sums are continuing.

#### Directors' Loan Account

During the course of the Joint Liquidators investigations, it emerged that a directors' loan account remained outstanding in the sum of £22,432.78. However, after the application of year-end adjustments this sum reduced to £16,432.78.

I await further information from Mr & Mrs Steer in respect of the loan account and their proposals for settlement of this sum. However, indications are that CAJ may agree to the settlement of the loan account from funds due to them from the unallocated receipts. I await written confirmation of this proposal and information to properly allocate these payments

## **4. CREDITORS**

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Joint Liquidators have had to carry out key tasks which are detailed at **Appendix II**. The following sections explain the anticipated outcomes to creditors and any distributions paid.

### Secured Creditors

The Company granted a debenture to National Westminster Bank Plc ("the Bank") on 16 November 2000, which was registered on 23 November 2000. This comprised fixed and floating charges over the undertaking and all property and assets both present and future including goodwill, book debts, uncalled share capital, buildings, fixtures and fixed plant & machinery.

The amount of £31,198.33 was given on the directors' Statement of Affairs and this comprised the balance outstanding on the Company's overdraft facility as at 26 March 2014.

In the Reporting Period, the Bank have submitted documentation which indicates an overdrawn balance at 17 April 2014 of £12,962.19. This sum would have included debtors paid to the Company's bank account in error, according to the Bank, of £22,663.85.

A claim of £35,626.04 (plus interest identified by the bank incurred in the post appointment period of £4,976.26) has been acknowledged.

The liability to the Bank is supported by a Personal Guarantee from the directors.

### Preferential Creditors

The Company employed 13 members of staff and they were made redundant with effect from 18 March 2014. Preferential claims made are in respect of holiday accrued and not paid and accrued wages. According to the Statement of Affairs, preferential creditors were shown with a value of £3,565.

The Joint Liquidators have received a preferential claim from the Redundancy Payments Service ("RPS") for accrued holiday of £1,791.31 and arrears of pay of £4,073.98.

### Unsecured Creditors

The directors' Statement of Affairs listed 84 unsecured creditors £299,035.38, including.

- HM Revenue & Customs with an estimated total liability of £29,207.00 for PAYE/NI, £16,837.00 for Corporation Tax and £96,119.00 for VAT;
- Claims of 13 employees and the RPS with an estimated total unsecured liability of £19,013.00.

To date, we have received claims from 44 unsecured creditors totalling £371,022.62. Including a claim from the RPS of £39,781.12 (which accounts for the 13 employee claims) and HMRC's final claim in the sum of £156,782.35 comprising £39,498.34 for PAYE/NIC, £16,837.00 for Corporation Tax and £100,447.01 for VAT.

The above 44 claims also includes claims from 5 creditors, totalling £16,364.02, that were not included on the directors' Statement of Affairs.

We have not received claims from 45 creditors with estimated claims, as shown in the directors' Statement of Affairs, of £29,068.05.

### Dividend Prospects

Where a floating charge is created after 15 September 2003 a prescribed part of a company's net property should be made available for unsecured creditors.

The Company has not granted a floating charge to any creditor after 15 September 2003 and consequently the prescribed part provisions do not apply.

Any dividend to the preferential creditors, subsequently the Bank under its floating charge and finally unsecured creditors is dependent upon the recoverability of assets, the costs of the Liquidation and the other outstanding matters detailed within the body of this report. Accordingly, it is currently



uncertain whether funds will be available to pay a dividend to preferential creditors, the Bank or to the unsecured creditors.

## 5. FEES AND EXPENSES

### The Joint Liquidators' Fees

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. Junior members of staff deal with the day to day administration on cases and a manager and partner then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a manager or partner.

At the initial meeting of creditors held on 17 April 2014, the following resolution was passed in relation to the Joint Liquidators' on-going fees

"That the Joint Liquidators' fees will be charged by reference to the time properly spent by the Joint Liquidators and their staff in dealing with the matters relating to the liquidation and they are permitted to charge category 2 disbursements. The Joint Liquidators' time will be charged at the hourly charge out rate of the grade of staff undertaking the work at the time the work is undertaken. Fees may be drawn on account from time to time "

The actual time costs in the Reporting Period total £6,830.75, representing 30.95 hours at an average hourly rate of £220.70. No fees have been drawn on account of time costs incurred in the Reporting Period. The total time costs to date amount to £61,828.55 representing 438 18 hours at an average hourly rate of £141.10

A schedule of our time costs incurred for the period to which this report relates, being 17 April 2016 to 16 April 2019 and a schedule of our total time costs to 16 April 2019 is attached as **Appendix IV**.

### Expenses & Disbursements

The expenses and disbursements incurred and paid in the Reporting Period and also since the commencement of the Liquidation are detailed below:

Description	Incurred in Period	Total incurred	Paid in Period	Total paid	Amount still to be paid
Postage	£50.73	£232.95	£0.00	£143.32	£89.63
Online Reporting Fee	£10.00	£44.00	£10.00	£34.00	£10.00
Search Fees – Land Registry	£0.00	£3.00	£0.00	£3.00	£0.00
Hire of external meeting room	£0.00	£149.10	£0.00	£149.10	£0.00
Statutory Bond	£0.00	£210.00	£0.00	£210.00	£0.00
Statutory Advertising	£0.00	£208.50	£0.00	£208.50	£0.00
<b>Total</b>	<b>£60.73</b>	<b>£847.55</b>	<b>£10.00</b>	<b>£747.92</b>	<b>£99.63</b>

In the period prior to the reporting period, Category 2 disbursements of £104.85 were incurred and paid in relation to mileage. No Category 2 disbursements have been incurred or paid in the Reporting Period.

Guidance in respect of insolvency practitioners' fees is available to download at:

<http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees>

Information about insolvency processes can be found on the R3 website at:

<http://www.creditorinsolvencyguide.co.uk/>

A hard copy of this guidance information will be provided on request.

Crowe U.K. LLP's charge out rate and disbursements policy is attached at **Appendix VI**.

## **6. CREDITORS' RIGHTS**

An unsecured creditor may, with the permission of the Court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question), request further details of the Joint Liquidators' remuneration and expenses within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the Court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to Court to challenge the amount and/or basis of the Joint Liquidators' fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

## **7. EU REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)**

The Company's centre of main interest was in the UK as its registered office address and trading address was located in the UK. Therefore, it is considered that the EU Regulations apply. These proceedings are main proceedings as defined in the EU Regulation.

## **8. CONCLUSION**

The administration of the Liquidation will continue in order to finalise the following outstanding matters that are preventing the case from being closed:

- Collect in the outstanding book debts
- Pursue the directors' loan account
- For distributions to be paid to the preferential, the Bank and unsecured creditors (as appropriate)
- Finalise the Company's tax and VAT affairs

The Joint Liquidators anticipate that the Liquidation will remain open for a further 12 months to enable these matters to be dealt with.

Should you have any queries, please contact Joe Longhurst at this office.

Signed

  
Vincent Green  
Joint Liquidator

Date

10 June 2019

**Appendix I****Statutory Information**

Company Name	Colsan Instrument Services Limited
Former Trading Name	Rapid Graphics Limited
Company Number	04026786
Registered Office	4 Mount Ephraim Road, Tunbridge Wells, Kent, TN1 1EE
Former Registered Office	Bower Farm, Brook Street, Woodchurch, Ashford, Kent TN26 3SY
Joint Liquidators	Vincent John Green and Mark Newman
Joint Liquidators' address	Crowe U.K. LLP, 4 Mount Ephraim Road, Tunbridge Wells, Kent, TN1 1EE
Joint Liquidators' telephone	01892 700 200
Date of appointment	17 April 2014

## Appendix II

### List of Work Undertaken in Reporting Period

General Description	
<b>Administration and Planning</b>	
Document maintenance/file review/checklist	Filing of documents Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account administration	Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Books and records / storage	Dealing with records in storage Sending job files to storage
Creditor reports	Preparing annual progress report, investigation, and general reports to creditors
Realisation of Assets	Collecting supporting documentation, Correspondence with debtors Reviewing and assessing debtors' ledgers; Dealing with disputes, including communicating with directors/former staff, Liaising with the CAJ in attempts to reconcile unallocated recoveries
<b>Investigations</b>	
SIP 2 Review	Collection, and making an inventory, of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service
<b>Creditors</b>	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post
Dealing with proofs of debt	Receipting and filing PODs

**Colsan Instrument Services Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £		From 17/04/2018 To 16/04/2019 £	From 17/04/2014 To 16/04/2019 £
	<b>SECURED ASSETS</b>		
1,000.00	Goodwill	NIL	1,000.00
		NIL	1,000.00
	<b>SECURED CREDITORS</b>		
(31,198.00)	National Westminster Bank plc	NIL	1,000.00
		NIL	(1,000.00)
	<b>HIRE PURCHASE</b>		
(240.00)	Investec Asset Finance plc	NIL	NIL
Uncertain	Photocopier	NIL	NIL
		NIL	NIL
	<b>ASSET REALISATIONS</b>		
49,545.00	Book Debts	NIL	21,473.11
3,622.00	Cash at Bank - CCWRS	NIL	3,675.68
17,020.00	Cash at Bank - Nat West	NIL	20,397.91
2,000.00	Furniture & Equipment	NIL	2,000.00
NIL	Leasehold Improvements	NIL	NIL
1,000.00	Licence Agreement	NIL	1,000.00
4,000.00	Plant & Machinery	NIL	4,000.00
8,000.00	Stock	NIL	8,000.00
	Third Party Receipts	671.40	24,999.46
	Unallocated Receipts	1,758.08	18,390.84
Uncertain	Work In Progress	NIL	NIL
	Work In Progress	NIL	1,200.00
		2,429.48	105,137.00
	<b>COST OF REALISATIONS</b>		
	Agents/Valuers Disbursements	NIL	223.76
	Agents/Valuers Fees (1)	NIL	2,582.50
	Capital Gains Tax	NIL	200.00
	Joint Liquidators' Cat 1 Disbursements	10.00	329.42
	Joint Liquidators' Cat 2 Disbursements	NIL	104.85
	Joint Liquidators' Fees	NIL	50,904.30
	Preparation of S. of A.	NIL	5,000.00
	Specific Bond	NIL	210.00
	Statutory Advertising	NIL	208.50
	Third Party Payments	234.00	22,992.11
		(244.00)	(82,755.44)
	<b>PREFERENTIAL CREDITORS</b>		
(3,565.00)	RPO Arrears & Holiday Pay	NIL	NIL
		NIL	NIL
	<b>UNSECURED CREDITORS</b>		
Uncertain	Directors' Loan Account	NIL	NIL
(29,207.00)	H M Revenue & Customs - PAYE/NIC	NIL	NIL
(16,837.00)	HM Revenue & Customs - Tax	NIL	NIL
(96,119.00)	HM Revenue & Customs - VAT	NIL	NIL
(93,831.00)	Landlord	NIL	NIL
(19,013.00)	RPO - Notice and Redundancy Pay	NIL	NIL
(43,788.00)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	<b>DISTRIBUTIONS</b>		
(1,000.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>(248,611.00)</b>		<b>2,185.48</b>	<b>22,381.56</b>
	<b>REPRESENTED BY</b>		

**Colsan Instrument Services Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £	From 17/04/2018 To 16/04/2019 £	From 17/04/2014 To 16/04/2019 £
REPRESENTED BY CONTINUED		
Bank 1 Current - Svenska		20,271.52
Vat Control Account		1,508.04
Vat Receivable		602.00
		<b>22,381.56</b>

  
\_\_\_\_\_  
Vincent John Green  
Joint Liquidator

# Recovery Solutions SIP9 Report

Client: COL000001 - Colsan Instrument Services Limited

(Include Tasks, All WIP, Exclude Disbursements)

Period Start 17/04/2018  
Period End 16/04/2019

Hours

	Partner	Manager	Other Senior Professionals	Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
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Administration and Planning		1.20	12.50	0.30	14.00	2,354.00	168.14
Case General Admin			0.85	0.30	1.15	159.75	138.91
Statutory Matters		1.20	3.25		4.45	884.25	198.71
Case Accounting			3.65		3.65	526.25	144.18
Strategy/Case Review			4.75		4.75	783.75	165.00
Investigations							
Realisation of Assets	8.00		8.95		16.95	4,476.75	264.12
Book Debts	8.00		8.95		16.95	4,476.75	264.12
Trading							
Creditors							
Case Specific Matters							
Time and Cost Totals							
Total Hours	8.00	1.20	21.45	0.30	30.95		
Time Cost (£)	3,000.00	348.00	3,463.25	19.50	6,830.75		
Average Hourly Rate (£)	375.00	290.00	161.46	65.00			220.70

# Recovery Solutions SIP9 Report

Client: COL00001 - Colsan Instrument Services Limited

(Include Tasks, All WIP, Exclude Disbursements)

Period Start  
17/04/2014

Period End  
16/04/2019

Average  
Hourly  
Rate (£)

Hours	Partner	Manager	Other Senior Professionals	Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
<b>Administration and Planning</b>	30.00	24.75	144.28	1.25	200.28	30,803.55	152.80
Case General Admin		2.30	42.10	1.05	45.45	4,854.25	106.80
Tax and VAT		0.20	15.20		15.40	1,740.50	113.02
Statutory Matters	4.50	11.40	10.15		26.05	5,097.75	195.69
Case Accounting		4.40	26.48	0.20	31.08	3,811.30	122.63
Strategy/Case Review	25.50	6.45	44.95		76.90	14,559.75	189.33
Property Related			5.40		5.40	540.00	100.00
<b>Investigations</b>		3.30	33.85		37.15	4,296.00	115.64
SIP2/CDDA		2.70	27.30		30.00	3,260.00	108.67
Antecedent Transactions		0.60	6.55		7.15	1,036.00	144.90
<b>Realisation of Assets</b>	16.50	13.75	132.40	1.30	163.95	23,116.50	141.00
Book Debts	16.50	12.55	112.85	1.30	143.20	20,857.00	145.65
Other		1.20	19.55		20.75	2,259.50	108.89
<b>Trading</b>							
<b>Creditors</b>		0.20	36.35		36.55	3,785.00	103.56
Unsecured		0.20	15.80		16.00	1,711.00	106.94
Employees			19.50		19.50	1,965.00	100.77
ROT			0.65		0.65	65.00	100.00
Secured			0.40		0.40	44.00	110.00
<b>Case Specific Matters</b>			0.25		0.25	27.50	110.00
Shareholders - Communication			0.25		0.25	27.50	110.00
<b>Time and Cost Totals</b>	46.50	42.00	347.13	2.55	438.18		
Time Cost (£)	14,550.00	8,706.00	38,418.05	154.50	61,828.55		
Average Hourly Rate (£)	312.90	207.29	110.67	60.59	141.10		





**CROWE U.K. LLP**

**RECOVERY SOLUTIONS**

**CHARGE-OUT RATES AND DISBURSEMENTS**

The table below sets out the charge-out rates utilised by Recovery Solutions at Crowe U.K. LLP for charging staff time:-

Partner	£375 per hour
Director	£290 per hour
Senior Manager/Manager	£210 to £250 per hour
Assistant Manager	£180 per hour
Senior Administrator	£165 per hour
Administrator	£125 per hour
Trainee/support staff	£65 per hour

It should be noted that the above rates may increase from time to time over the period of the administration of each insolvency case. The above rates are effective from 1 April 2018. Time is charged in six minute units.

Category 1 disbursements are charged at the actual cost at which they are incurred and are directly attributable to the case. Category 1 disbursements include statutory advertising, specific bond insurance, external records storage and postage. Reimbursement of Category 1 disbursements does not require the approval of creditors.

Category 2 disbursements are those incurred by Crowe U.K. LLP and re-charged to the case and they may include a profit element. Category 2 disbursements are reimbursed from the case only when the basis of the disbursement charge has been approved by creditors in advance.

It is the firm's policy to recover the following disbursements:

Photocopying	Re-charged at 10p per sheet
Internal room hire	Charged at £50 per meeting held in house
Company searches	£15 per corporate case
Mileage	Charged at 45 pence per mile

**GUIDES TO FEES AND BEST PRACTICE**

Guidance in respect of insolvency practitioners' fees is available to download at:

<http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees>

Information about insolvency processes can be found on the R3 website at:

<http://www.creditorinsolvencyguide.co.uk/>