

LIQ03

Notice of progress report in voluntary winding up



Companies House

WEDNESDAY



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A21

12/08/2020

#174

COMPANIES HOUSE

1 Company details

Company number 0 6 8 2 8 7 7 8

Company name in full Graig Rhosyn Cleaning Services Limited

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

2 Liquidator's name

Full forename(s) Lisa Jane

Surname Hogg

3 Liquidator's address

Building name/number The Manor House

Street 260 Ecclesall Road South

Post town Sheffield

County/Region

Postcode S 1 1 9 P S

Country

4 Liquidator's name

Full forename(s) Gemma Louise

Surname Roberts

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

5 Liquidator's address

Building name/number The Manor House

Street 260 Ecclesall Road South

Post town Sheffield

County/Region

Postcode S 1 1 9 P S

Country

② Other liquidator
Use this section to tell us about
another liquidator.

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6 Period of progress report

From date	^d 1	^d 9	^m 0	^m 6	^y 2	^y 0	^y 1	^y 9
To date	^d 1	^d 8	^m 0	^m 6	^y 2	^y 0	^y 2	^y 0

7 Progress report

☐ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d 1	^d 1	^m 0	^m 8	^y 2	^y 0	^y 2	^y 0
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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 **Carl Addy**

Company name **Wilson Field Limited**

Address
The Manor House
260 Ecclesall Road South

Post town **Sheffield**

County/Region

Postcode **S 1 1 9 P S**

Country

DX

Telephone **01142356780**



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 or email 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

Graig Rhosyn Cleaning Services Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 19/06/2019 To 18/06/2020 £	From 19/06/2019 To 18/06/2020 £
	ASSET REALISATIONS		
6,000.00	Asset Sale Debtor	NIL	NIL
	Bank Interest Gross	3.25	3.25
	Book Debt	80.12	80.12
3,000.00	Cash Held	NIL	NIL
	Cash Held by Liquidator	3,000.00	3,000.00
	Insurance Refund	556.46	556.46
Uncertain	Trade Debtors	NIL	NIL
		<u>3,639.83</u>	<u>3,639.83</u>
	COST OF REALISATIONS		
	Document Upload Fees	150.00	150.00
	Liquidators Fees	463.71	463.71
	Mileage	6.40	6.40
	Postage, stationery, photocopying	73.78	73.78
	Room Hire	100.00	100.00
	Specific Bond	30.00	30.00
	Statement of Affairs Fee	2,559.33	2,559.33
	Statutory Advertising	228.60	228.60
		<u>(3,611.82)</u>	<u>(3,611.82)</u>
	PREFERENTIAL CREDITORS		
(16,280.12)	Employee Arrears/Hol Pay (RPS)	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	UNSECURED CREDITORS		
(25,151.55)	Banks/Institutions	NIL	NIL
(14,294.88)	HM Revenue and Customs - VAT	NIL	NIL
(13,295.06)	Redundancy Payments Service	NIL	NIL
(12,121.07)	Trade & Expense Creditors	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<u>(72,142.68)</u>		<u>28.01</u>	<u>28.01</u>
	REPRESENTED BY		
	Bank 1 Current		0.02
	Vat Receivable		27.99
			<u>28.01</u>



Lisa Jane Hogg
Joint Liquidator

Joint Liquidators' Annual Progress Report to Creditors & Members

**Graig Rhosyn Cleaning Services Limited (“the Company”) -
In Liquidation**

11 August 2020

CONTENTS

- 1** Introduction and statutory information
- 2** Receipts & Payments
- 3** Progress of the Liquidation
- 4** Creditors
- 5** Joint Liquidators' remuneration
- 6** Creditors' rights
- 7** Next report

APPENDICES

- A** Receipts and Payments Account ("R&P") for the period 19 June 2019 to 18 June 2020 ("the Period"),
- B** Time analysis for the Period
- C** Additional information in relation to Joint Liquidators' fees, expenses & disbursements

1 Introduction and statutory information

- 1.1 I, Lisa Jane Hogg, together with my partner Gemma Louise Roberts, of Wilson Field Limited, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS, was appointed as Joint Liquidator of the Company on 19 June 2019. This progress report covers the Period and should be read in conjunction with any previous progress reports which have been issued.
- 1.2 Information about the way that we will use and store personal data on insolvency appointments can be found at <https://www.wilsonfield.co.uk/not-so-small-print>. If you are unable to download this, please contact my office and a hard copy will be provided to you.
- 1.3 The principal trading address of the Company was Unit 12a Greenway Greenway, Bedwas House Industrial Estate, Bedwas, Caerphilly, Mid Glamorgan, CF83 8DW.
- 1.4 Following the Joint Liquidators' appointment, the registered office of the Company has been changed from Unit 12a Greenway Greenway, Bedwas House Industrial Estate, Bedwas, Caerphilly, Mid Glamorgan, CF83 8DW to Wilson Field Limited, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS. Its registered number is 06828778.

2 Receipts and Payments

- 2.1 At Appendix A is my Receipts and Payments Account covering the Period.
- 2.2 In Section 3 below, you will find an update on the progress made during the Period in realising the Company's assets and dealing with its affairs.

3 Progress of the Liquidation

- 3.1 This section of the report provides creditors with an update on the progress made in the Liquidation during the Period and an explanation of the work done by the Liquidators and their staff.

Administration (including statutory compliance & reporting)

- 3.2 An office holder must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work I anticipated would need to be done in this area was outlined to creditors in my initial fees estimate/information.
- 3.3 Where the costs of statutory compliance work or reporting to creditors exceeds the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Liquidators.
- 3.4 As noted in my initial fees estimate/information, this work will not necessarily bring any financial benefit to creditors, but is required on every case by statute.

Realisation of Assets

Insurance Refund

- 3.5 Following the appointment of the joint liquidators Premium Credit refunded a total of £556.46. The Company insurance was paid by as lump sum for the year, and the funds received represented the remainder of the year that was no longer required as the Company had ceased to trade.

Book Debt

- 3.6 A cheque in the sum of £80.12 in respect of a second and final dividend from the liquidators of Man Coed Limited, a debtor of Graig Rhosyn Cleaning Services Limited. A claim was placed in the liquidation of Man Coed Limited prior to our appointment as joint liquidators.

Cash Held by Liquidator

- 3.7 A total of £3,000.00 was held by the liquidator at the time of appointment which consisted of funds transferred from the Company bank account.
- 3.8 The work undertaken by the Liquidators and their staff to date in realising the Company's assets has been necessary in order to maximise the likelihood of a return to creditors being made. Where assets remain to be realised, these will be dealt with as the Liquidation progresses and further updates will be provided to creditors in my progress reports.

Creditors (including claims and distributions)

- 3.9 Further information on the anticipated outcome for creditors in this case can be found at section 4 of this report. The Liquidators are not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.
- 3.10 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal.
- 3.11 The above work will not necessarily bring any financial benefit to creditors generally, however the Liquidators are required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Liquidators in dealing with those claims.
- 3.12 I consider the following matters worth noting in my report to creditors at this stage:
- There are approximately 10 unsecured creditor claims in this case with a value per the directors statement of affairs of 64,862.56.
 - Dealing with the claims of 17 employees.

Investigations

- 3.13 Some of the work the Liquidators are required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 ("CDDA 1986") and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Liquidators can pursue for the benefit of creditors.
- 3.14 I can confirm that I have submitted a report on the conduct of the directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986. As this is a confidential report, I am unable to disclose the contents.
- 3.15 Shortly after appointment, I made an initial assessment of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate. This assessment took into account any information provided by creditors. My investigations have not revealed any issues requiring further report or any further potential recoveries which could be pursued for the benefit of creditors.

Matters still to be dealt with

- 3.16 The tangible assets of the company consisted of three vehicles, Fiat Doblo, a Mercedes-Benz Citan and a Citroen Dispatch. In addition, there were 6 Numatic vacuum Cleaners and one Rug Doctor vacuum cleaner. The Company instructed Ian Maycock RICS registered valuer of Charterfields Limited ("Charterfields") to provide an initial assessment of the value of the assets. On 1 May 2019, the tangible assets were sold to GR Cleaning limited ("GRC") GRC is a connected company insofar as Istvan Racz, the member, former manager, former director and former company secretary of the Company is the company secretary and shareholder of GRC for the consideration of £5,000 plus VAT. The consideration was due to be paid on deferred terms over eight months, with the first payment falling due on the 1 May 2019.
- 3.17 At the date of this report the first payment has not yet been received. Istvan Racz has not responded to Ian Maycock's requests for payment and has also failed to disclose the location of the assets. We have engaged the services of MD Law to assist in the recovery of the assets and the books and records which has also not yet been delivered.
- 3.18 Prior to our appointment as liquidators we were made aware that there were outstanding book debts that were potentially recoverable. I have requested the books and records which contain the relevant invoices to enable these to be pursued, which as noted above have not yet been provided.

4 Creditors

Secured creditors

- 4.1 I can confirm the Company did not extend security to any of its creditors.

Preferential creditors

- 4.1 There have been no preferential claims received to date, and none are anticipated.

Unsecured creditors

- 4.2 I have received claims totalling £49,413.65 from 9 creditors. I have yet to receive claims from 3 creditors whose debts total £20,575.06 as per the Company's statement of affairs.
- 4.3 The Company did not grant any floating charges to a secured creditor. Accordingly, there is no requirement to create a fund out of the Company's net floating charge property for unsecured creditors (known as the Prescribed Part), which only applies to charges created on or after 15 September 2003.
- 4.4 I would confirm that it is anticipated there will be insufficient funds realised after defraying the expenses of the Liquidation to pay a dividend to unsecured creditors.

5 Joint Liquidators' remuneration

- 5.1 The creditors approved that the basis of the Liquidators' remuneration be fixed by reference to the time properly spent by them and their staff in managing the Liquidation. My fees estimate/information was originally provided to creditors when the basis of my remuneration was approved and was based on information available to me at that time.

- 5.2 A copy of my approved fees estimate is reproduced below:

Category of work	Estimated Number of Hours	Average blended charge out rate £	Estimated cost £
Administration (inc statutory compliance & reporting)	44.00	288.07	12,675.00
Case specific matters (where applicable)	0.00	0.00	0.00
Creditors (claims & distributions)	13.50	285.93	3,860.00
Investigations	32.50	343.08	11,150.00
Realisation of assets	8.50	297.06	2,525.00
Trading (where applicable)	0.00	0.00	0.00
Total	98.50	306.70	30,210.00

- 5.3 My time costs for the Period are £17,892.50. This represents 66.50 hours at an average rate of £269.06 per hour. Attached as Appendix B is a time analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent by me in managing the Liquidation. To date, £463.71 plus disbursements of £588.78 has been drawn on account.
- 5.4 At the date of this report, I would confirm that my fees estimate for the Liquidation remains unchanged. This is because I consider my estimate to be sufficient or because I intend restricting the Liquidators' time costs to be drawn from the estate to the level of my estimate and as a result, any time incurred in excess of this will not be borne by creditors.
- 5.5 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from <https://www.icaew.com/en/technical/insolvency/understanding-business-restructuring-and-insolvency/creditors-guides>
- 5.6 Attached as Appendix C is additional information in relation to the Liquidators' fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.

6 Creditors' rights

- 6.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Liquidators provide further information about their remuneration or expenses which have been itemised in this progress report.
- 6.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidators, as set out in this progress report, are excessive.

7 Next report

- 7.1 I am required to provide a further report on the progress of the Liquidation within two months of the next anniversary of the Liquidation, unless I have concluded matters prior to this, in which case I will write to all creditors with my final account.
- 7.2 If you have any queries in relation to the contents of this report, I can be contacted by telephone on 0114 235 6780 or by email at c.addy@wilsonfield.co.uk.

Yours faithfully

A handwritten signature in black ink, appearing to read 'L J Hogg', with a stylized flourish at the end.

L J Hogg
Joint Liquidator

Appendix A

R&P for the Period from 19 June 2019 to 18 June 2020

Graig Rhosyn Cleaning Services Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 19/06/2019 To 18/06/2020 £	From 19/06/2019 To 18/06/2020 £
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		<u>3,639.83</u>	<u>3,639.83</u>
	COST OF REALISATIONS		
	Document Upload Fees	150.00	150.00
	Liquidators Fees	463.71	463.71
	Mileage	6.40	6.40
	Postage, stationery, photocopying	73.78	73.78
	Room Hire	100.00	100.00
	Specific Bond	30.00	30.00
	Statement of Affairs Fee	2,559.33	2,559.33
	Statutory Advertising	228.60	228.60
		<u>(3,611.82)</u>	<u>(3,611.82)</u>
	PREFERENTIAL CREDITORS		
(16,280.12)	Employee Arrears/Hol Pay (RPS)	NIL	NIL
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	UNSECURED CREDITORS		
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		<u>NIL</u>	<u>NIL</u>
<u>(72,142.68)</u>		<u>28.01</u>	<u>28.01</u>
	REPRESENTED BY		
	Bank 1 Current		0.02
	Vat Receivable		27.99
			<u>28.01</u>



Appendix B

Time analysis for the Period from the 19 June 2019 to 18 June 2020

Time Entry - Detailed SIP9 Time & Cost Summary

GRAI01C - Graig Rhosyn Cleaning Services Limited
From: 19/06/2019 To: 18/06/2020
Project Code: POST

Classification of Work Function	Directors & IP's	Managers	Administrators	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADAP : Appointment	0.00	0.00	10.40	0.00	10.40	1,872.00	180.00
ADCA : Cashiering	0.00	2.40	0.90	1.50	4.90	1,640.50	334.80
ADCR : Case Reviews	1.10	0.00	5.70	0.00	6.80	2,029.00	298.38
ADDI : Directors/Client	0.00	0.00	2.20	0.00	2.20	574.50	261.14
ADGA : File Maintenance	1.80	0.00	1.40	0.10	3.10	1,133.00	365.48
ADGC : Statutory and Compliance	2.10	0.00	2.60	2.80	7.50	2,281.50	304.20
Admin and Planning	4.80	2.40	23.20	4.50	34.90	9,530.50	273.08
CRCL : Creditors Claims	0.00	0.00	0.80	0.00	0.80	216.00	270.00
CRCO : Communications with Creditors	0.10	0.00	0.40	2.30	2.80	457.00	163.21
CREM : Employees	0.20	0.00	9.80	0.00	10.00	2,929.50	292.95
CRTV : Tax and VAT	0.00	0.00	1.30	0.00	1.30	281.00	216.15
Creditors	0.30	0.00	12.30	2.30	14.90	3,883.50	260.64
INDR : CDDA Report	0.20	0.00	3.90	0.00	4.10	1,089.50	265.73
INRE : Investigation and Review	0.20	0.00	4.50	0.70	5.50	1,341.00	243.82
Investigations	0.40	0.00	8.50	0.70	9.60	2,430.50	253.18
REDC : Debt Collection	0.70	0.00	3.20	0.00	3.90	1,150.00	294.87
REIS : Identifying Securing and Insuring	0.00	0.20	0.20	0.30	0.70	186.50	266.43
REPB : Property, Business and Asset Sales	0.20	0.00	2.30	0.00	2.50	711.50	284.60
Realisation of Assets	0.90	0.20	5.70	0.30	7.10	2,048.00	288.45
Total Hours	6.40	2.60	49.70	7.80	66.50	17,892.50	269.06

Appendix D

Additional information in relation to the Joint Liquidators' fees, expenses & disbursements

1 Staff allocation and the use of sub-contractors

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 The constitution of the case team will usually consist of an IP/Director, Assistant Manager, Senior Administrator and/or Administrator and Secretarial and/or Support staff. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and additional staff may be allocated to meet the demands of the case.
- 1.3 We are not proposing to utilise the services of any sub-contractors in this case.

2 Professional advisors

- 2.1 On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

Name of Professional Advisor	Basis of Fee Arrangement
MD Law (legal advice)	Hourly rate and disbursements
Charterfields (valuation and disposal advice)	£750

- 2.2 Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

3 Joint Liquidators' expenses & disbursements

- 3.1 The estimate of expenses (including disbursements) which were anticipated at the outset of the Liquidation was provided to creditors when the basis of my fees were approved, is included in the table below, together with an analysis of the expenses paid prior to the end of the Period, and those incurred but not yet paid is provided below. Any material differences from the original estimate are commented on below.

	Estimated cost £	Paid in prior period £	Paid in the period covered by this report £	Incurred but not paid to date £	Total £
Expenses & Category 1 disbursements					
Company searches	1.00	0.00	0.00	0.00	0.00
Pre-appointment advertisement	76.20	0.00	76.20	0.00	76.20
Bond	30.00	0.00	30.00	0.00	30.00
Post-appointment advertisements	152.40	0.00	152.40	0.00	152.40
Postage, stationery, photocopying etc	73.78	0.00	73.78	0.00	73.78
Statement of affairs fee	5,000.00	0.00	2,559.33	2,440.67	5,000.00
Valuers Fees	750.00	0.00	0.00	750.00	750.00
Debt Collection Fees	2,500.00	0.00	0.00	0.00	0.00
Land Registry Fees	3.00	0.00	0.00	0.00	0.00
Category 2 disbursements:					
Travel Expenses/Mileage	182.80	0.00	6.40	176.40	182.80
Document Upload Centre	150.00	0.00	150.00	0.00	150.00
Room Hire	100.00	0.00	100.00	0.00	100.00
Storage of books & records	240.00	0.00	0.00	240.00	240.00
Total	9,259.18	0.00	3,148.11	3,607.07	6,755.18

- 3.2 Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case. These disbursements are included in the tables of expenses above.
- 3.3 Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. Details of Category 2 disbursements charged by this firm (where appropriate) were provided at the time the Liquidators' fees were approved by creditors. Any Category 2 disbursements incurred are specifically highlighted in the tables of expenses above.
- 3.4 Wilson Field have reviewed their disbursement policy as a firm and from 1 September 2017 will no longer charge postage, stationery and photocopying, an insolvency software fee, a document management fee, and search fees as a Category 2 disbursement and will only seek to recover the actual cost incurred.

4 Charge-out rates

- 4.1 A schedule of Wilson Field Limited's current charge-out rates is attached

WILSON FIELD LIMITED CHARGE OUT RATES AND DISBURSEMENT POLICY

In accordance with Statement of Insolvency Practice 9 ("SIP 9") covering fees and disbursements, we are required to disclose to you our policy for recovering non-specific disbursements, and the charge out rates for the various grades of staff who may be involved in this case.

Remuneration

The office holder(s) will seek approval from creditors to draw remuneration on a time cost basis, in accordance with the rates detailed below.

	Hourly charge out rate (£)		
Grade	01/11/2017 – 30/06/2018	01/07/2018 – 05/03/2020	06/03/2020 onwards
Director/Insolvency Practitioner	500	500	500
Manager	400	400	395
Assistant Manager	395	N/a	N/a
Team Leader	390	390	N/a
Senior Administrator	330	395	300
Administrator (1-5 years experience)	230-300	230 - 300	240-270
Trainee Administrator	180	180	180
Assistant & Support staff	130	130	130 - 235

All time is recorded in 6 minute units.

Category 1 Disbursements

In accordance with SIP 9, these do not require the approval of creditors and are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include advertising, insurance, travel expenses etc.

Category 2 Disbursements

In accordance with SIP 9, these require the prior approval of creditors.

Category 2 disbursements are charged in accordance with the liquidator's prevailing recovery policy at the time the disbursement is incurred. The rates applicable from 1 July 2018 are detailed below:

Disbursement	Charge	Period charged
Document Upload Centre charge	£150 for life of case	On appointment
Room Hire where held at a Wilson Field office	£100 per meeting	On appointment
Mileage	45p per mile	On appointment (where appropriate)
Storage of books and records	£80 per box per year	Once records are logged and then annually

In common with all professional firms, our charge out and disbursements rates increase from time to time. We reserve the right to change the rates without prior notice to you. Any change will be reported in the next statutory report to creditors.