

LIQ03

Notice of progress report in voluntary winding up



Companies House

SATURDAY



A14 *A74C116Y* #172
21/04/2018
COMPANIES HOUSE

1 Company details

Company number 0 9 4 0 5 3 5 7
Company name in full Tailor Made Recruitment Limited

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

2 Liquidator's name

Full forename(s) Carl
Surname Jackson

3 Liquidator's address

Building name/number Office D
Street Beresford House
Post town Town Quay
County/Region Southampton
Postcode S O 1 4 2 A Q
Country

4 Liquidator's name ①

Full forename(s) Simon
Surname Campbell

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

5 Liquidator's address ②

Building name/number Office D
Street Beresford House
Post town Town Quay
County/Region Southampton
Postcode S O 1 4 2 A Q
Country

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

LIQ03

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6 Period of progress report

| | | | | | | | | |
|-----------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| From date | ^d 0 | ^d 2 | ^m 0 | ^m 3 | ^y 2 | ^y 0 | ^y 1 | ^y 7 |
| To date | ^d 0 | ^d 1 | ^m 0 | ^m 3 | ^y 2 | ^y 0 | ^y 1 | ^y 8 |

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X 

X

Signature date

| | | | | | | | |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| ^d 1 | ^d 8 | ^m 0 | ^m 4 | ^y 2 | ^y 0 | ^y 1 | ^y 8 |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|

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 | Simon Campbell |
| Company name | Quantuma LLP |
| | |
| Address | Office D |
| | Beresford House |
| | |
| Post town | Town Quay |
| County/Region | Southampton |
| Postcode | S O 1 4 2 A Q |
| Country | |
| DX | |
| Telephone | 02380336464 |



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

Tailor Made Recruitment Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

| Statement of Affairs £ | | From 02/03/2017 To 01/03/2018 £ | From 02/03/2017 To 01/03/2018 £ |
|------------------------------|----------------------------------|---------------------------------------|---------------------------------------|
| 87,384.00 | SECURED ASSETS | | |
| | Book Debts | NIL | NIL |
| | | NIL | NIL |
| (66,027.36) | SECURED CREDITORS | | |
| | Bibby Financial Services Limited | NIL | NIL |
| | | NIL | NIL |
| 6,000.00 | ASSET REALISATIONS | | |
| | Sale of Business | 5,300.00 | 5,300.00 |
| | Bank Interest Gross | 3.52 | 3.52 |
| | | 5,303.52 | 5,303.52 |
| | COST OF REALISATIONS | | |
| | Preparation of S. of A. | 3,400.00 | 3,400.00 |
| | Pre Appointment Disbs | 12.00 | 12.00 |
| | Agents/Valuers Fees (1) | 1,624.00 | 1,624.00 |
| | | (5,036.00) | (5,036.00) |
| (1,226.83) | UNSECURED CREDITORS | | |
| (45,209.67) | Trade & Expense Creditors | NIL | NIL |
| | HM Revenue and Customs | NIL | NIL |
| | | NIL | NIL |
| (1.00) | DISTRIBUTIONS | | |
| | Ordinary Shareholders | NIL | NIL |
| | | NIL | NIL |
| (19,080.86) | | 267.52 | 267.52 |
| | REPRESENTED BY | | |
| | Vat Receivable | | 200.00 |
| | Bank 1 Current | | 67.52 |
| | | | 267.52 |

TAILOR MADE RECRUITMENT LIMITED (IN LIQUIDATION)

THE JOINT LIQUIDATORS' PROGRESS REPORT

This report has been prepared for the sole purpose of updating the members and creditors for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by members and creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

Carl Jackson and Simon Campbell of Quantuma LLP, Office D, Beresford House, Town Quay, Southampton, SO14 2AQ, were appointed Joint Liquidators of Tailor Made Recruitment Limited on 02 March 2017.

Carl Jackson is licensed to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales and Simon Campbell is licensed to act as an Insolvency Practitioner by the Insolvency Practitioners Association.



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| 3 | CREDITORS: CLAIMS AND DISTRIBUTIONS |
| 4 | OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS |
| 5 | THE JOINT LIQUIDATORS' FEES AND EXPENSES |

APPENDICES

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| Appendix 2 | The Joint Liquidators' receipts and payments account as at 01 March 2018 |
| Appendix 3 | Detailed narrative list of work undertaken by the Joint Liquidators during the Review Period |

ABBREVIATIONS

For the purpose of this report the following abbreviations shall be used:

| | |
|-------------------------|--|
| "the Act" | Insolvency Act 1986 |
| "the Rules" | Insolvency (England and Wales) Rules 2016 |
| "the Joint Liquidators" | Carl Jackson and Simon Campbell of Quantuma LLP |
| "the Company" | Tailor Made Recruitment Limited (in Liquidation) |
| "EOS" | Estimated Outcome Statement |
| "SIP" | Statement of Insolvency Practice (England & Wales) |
| "Review Period" | Period covered by the report from 02/03/2017 to 01/03/2018 |

1. INTRODUCTION

Introduction

This report has been prepared to provide members and creditors with an update on the progress of the Liquidation of the Company since our appointment as Joint Liquidators on 02 March 2017.

A schedule of statutory information in respect of the Company is attached at Appendix 1.

Details of the appointment of the Joint Liquidators

Carl Jackson and Simon Campbell of Quantuma LLP were appointed Joint Liquidators of the Company on 02 March 2017.

The Joint Liquidators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

2. THE PROGRESS OF THE LIQUIDATION

The Joint Liquidators' receipts and payments account

Attached at Appendix 2 is a receipts and payments account covering the Review Period.

The rest of this report describes the key developments in the Liquidation over the Review Period.

We have summarised the main asset realisations during the Review Period and an estimation of the those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

VAT Basis

Receipts and payments are shown net of VAT, with any amount due from HM Revenue and Customs shown separately.

Administrative, Statutory & Regulatory Tasks

The Joint Liquidators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the Liquidation, which has ensured that the Joint Liquidators and their staff have carried out their work to high professional standards.

During the Review Period, primarily these tasks have included:

- Informing all relevant persons of the commencement of the Liquidation, including filing statutory documents at Companies House and meeting statutory advertising requirements;
- Drafting and issuing the progress report to creditors;
- Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
- Maintaining electronic case files, which must include records to show and explain the Liquidation and any decisions made by the Joint Liquidators that materially affect the Liquidation;
- Monitoring and maintaining an adequate statutory bond;
- Conducting periodic case reviews to ensure that the Liquidation is progressing efficiently, effectively and in line with the statutory requirements;
- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments; and



- Completing periodic tax returns.
- Preparing a report on the conduct of the directors as required by the Company Directors Disqualification Act.

Realisation of assets

Book debts

The Company factored its book debts, and as a result they are held as security by Bibby Financial Services Limited ("Bibby"). Bibby are collecting the book debts and the Joint Liquidators are providing assistance as necessary. Bibby has advised that there is one outstanding debt of c£45k which they did not anticipate would be collectable. The Company's director was working on a reconciliation of the ledger as he believes that the amount is collectable however based on current information it is considered unlikely that any future realisations will be made in respect of this debt.

Sale of Business

The Company's business and assets were sold prior to the Joint Liquidators' appointment to Clayton International Limited, a connected company by way of the common directorship of Michael Foxwell. The sale price was £6,000 and to date the sum of £5,300 has been collected. It is expected that the balance of the sale consideration will be paid shortly.

3. CREDITORS: CLAIMS AND DISTRIBUTIONS

Secured creditors

The Company granted a fixed and floating charge to Bibby Financial Services Limited on 8 June 2015, who was owed £66,027 on appointment. As advised above, Bibby holds an assignment of the Company's book debts and the book debt collections are not yet finalised. Based on current information it is estimated that Bibby will suffer a shortfall of approximately £20k.

Preferential creditors

No preferential claims have been received.

Prescribed Part

Under Section 176A of the Insolvency Act 1986, where after 15 September 2003 a company has granted to a creditor a floating charge, a proportion of the net property of the company must be made available purely for the unsecured creditors. This equates to:

- 50% of net property up to £10,000;
- Plus, 20% of net property in excess of £10,000.
- Subject to a maximum of £600,000.

Based on present information, the Joint Liquidators estimate that there will be insufficient realisations to discharge in full all costs. Therefore, there will be no net property from which to deduct a prescribed part.

Unsecured creditors

Unsecured claims were estimated at £46,437 in the Director's Estimated Statement of Affairs and, to date, four claims have been received totalling £648,741.



Based on current information, it is not anticipated that a dividend will be paid to unsecured creditors.

4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS

Investigations

During the Review Period, the Joint Liquidators carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the director(s) (and senior employees) by means of questionnaires (and interviews); making enquiries of the Company's accountants; reviewing information received from creditors; and collecting and examining the Company's bank statements, accounts and other records.

The information gleaned from this process enabled the Joint Liquidators to meet their statutory duty to submit a confidential report on the conduct of the directors (past and present) to the Insolvency Service.

This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

This initial assessment revealed matters that the Joint Liquidators considered merited further investigation and these enquiries are ongoing.

Pre-Appointment transactions with connected parties

In accordance with the guidance given in SIP13, details of the Company's transactions with connected parties during the two years prior to the Joint Liquidators' appointment, which have recently come to their attention, are provided below:

- The transaction was completed in February 2017
- The sale, which was completed by means of an invoice, included goodwill and telephone and IT equipment.
- The sale consideration totalled £6,000.
- The purchaser was Clayton International Limited.
- The purchaser is connected to the Company by reason of the following relationship: Michael Foxwell is a common director.
- As far as the Joint Liquidators are aware, the purchaser was not independently advised.

The Joint Liquidators instructed SIA Group (UK) Limited to prepare a valuation of the assets transferred. They were of the opinion that the telephone and IT equipment had an in-situ value of £500 and that the goodwill have a value of £15,000.

The Joint Liquidators reviewed the sale in conjunction with SIA's valuation and were of the opinion that it was unlikely that a sale of the goodwill could be achieved to a third party and therefore do not propose to challenge the sale to Clayton International Limited.

EU Regulations (Whether Proceedings Are Main Proceedings or Territorial)

The Company's centre of main interest was in the UK as their registered office address and trading address were in Lancing, West Sussex and therefore it is considered that the EU Regulations apply. These proceedings are main proceedings as defined in the EU Regulation.



Further Information

Please note that the Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>. Additionally the Joint Liquidators are also bound by the regulations of their Licensing Bodies.

To comply with the Provision of Services Regulations, some general information about Quantuma LLP, including our complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information/>.

Information about this insolvency process may be found on the R3 website here <http://www.creditorinsolvencyguide.co.uk/>.

5. THE JOINT LIQUIDATORS' REMUNERATION AND EXPENSES

A copy of 'A Creditors Guide to Liquidators' Fees' effective from 6 April 2017 together with the firm's current schedule of charge-out rates and chargeable disbursements may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>.

A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request at no cost.

Pre-Appointment Costs

The pre-appointment fee was approved on a fixed basis of £7,500 at the Section 98 meetings of creditors on 02 March 2017. To date the sum of £3,400 has been drawn in this regard.

Joint Liquidators' Remuneration

The basis of the Joint Liquidators' fees has not yet been fixed. However, the Joint Liquidators have attempted during the Review Period to have this fixed by issuing written resolutions to creditors.

We believe this case generally to be of average complexity and no extraordinary responsibility has to date fallen upon us as Joint Liquidators. A summary of the tasks completed by the Joint Liquidators is attached at Appendix 3.

The expenses incurred to date are compared with the original expenses estimate as follows:

| Expenses | Original expenses estimate £ | Actual expenses incurred in the Review Period £ | Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate) |
|---------------------------------|---------------------------------|--|--|
| Statement of Affairs fee | 7,500.00 | 7,500.00 | |
| Agents' and valuers' costs | 0.00 | 1,624.00 | Preparation of valuation of assets |
| Advertising | 233.00 | 180.60 | |
| Bonding | 135.00 | 135.00 | |
| Collection of books and records | 35.00 | | |
| Postage | 10.00 | 5.61 | |
| Category 2 expenses | | | |

| Expenses | Original expenses estimate £ | Actual expenses incurred in the Review Period £ | Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate) |
|-----------------|---|--|---|
| Photocopying | 10.00 | 1.10 | |
| TOTAL | 7,923.00 | 9,446.31 | |

The bases on which the expenses defined as Category 2 disbursements are calculated are explained in Quantuma LLP's current schedule of charge-out rates and chargeable disbursements referred to above. The basis of these costs has not yet been approved.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators consider that the original expenses estimate has been exceeded for the reasons given above.

Other professional costs

Agents & Valuers

SIA Agents (UK) Limited were instructed as agents and valuers to prepare a valuation of the assets that were sold pre-appointment to Clayton International Limited. Their costs have been agreed on a time cost basis, plus disbursements and VAT. The Agent's time costs for the Review Period amount to £1,624 and these have been paid in full.

All professional costs are reviewed and analysed before payment is approved.

Creditors' right to request information

Any secured creditor, or unsecured creditor with the support of at least 5% in value of the unsecured creditors or with permission of the Court, may request in writing the Joint Liquidators to provide additional information regarding remuneration or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

Creditors' right to challenge remuneration and/or expenses

Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of remuneration which the Joint Liquidators are entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of.

Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports.

Future of the Liquidation

The Joint Liquidators are continuing to finalise the matters as set out in the report.



Should you have any queries in regard to any of the above please do not hesitate to contact Alison Broeders on 02380 336464 or by e-mail at Alison.Broeders@Quantuma.com.

Carl Jackson
Joint Liquidator

**Tailor Made Recruitment Limited
(IN LIQUIDATION)**

STATUTORY INFORMATION

| | |
|---------------------------|--|
| Company Name | Tailor Made Recruitment Limited |
| Trading Address | Suite 9 Brooklands House, Marlborough Road, Lancing, BN15 8AF |
| Proceedings | In Liquidation |
| Date of Appointment | 02 March 2017 |
| Joint Liquidators | Carl Jackson Simon Campbell Quantuma LLP Office D, Beresford House, Town Quay, Southampton, SO14 2AQ |
| Registered office Address | c/o Quantuma LLP Office D, Beresford House, Town Quay, Southampton, SO14 2AQ |
| Company Number | 09405357 |
| Incorporation Date | 26/01/2015 |

**Tailor Made Recruitment Limited
(IN LIQUIDATION)**

**THE JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT
AS AT 1 MARCH 2018**

Tailor Made Recruitment Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments
To 01/03/2018

| S of A £ | | £ | £ |
|--------------------|----------------------------------|----------|---------------|
| | SECURED ASSETS | | |
| 87,384.00 | Book Debts | NIL | NIL |
| | | | |
| | SECURED CREDITORS | | |
| (66,027.36) | Bibby Financial Services Limited | NIL | NIL |
| | | | |
| | ASSET REALISATIONS | | |
| 6,000.00 | Sale of Business | 5,300.00 | |
| | Bank Interest Gross | 3.52 | |
| | | | 5,303.52 |
| | COST OF REALISATIONS | | |
| | Preparation of S. of A. | 3,400.00 | |
| | Pre Appointment Disbs | 12.00 | |
| | Agents/Valuers Fees (1) | 1,624.00 | |
| | | | (5,036.00) |
| | UNSECURED CREDITORS | | |
| (1,226.83) | Trade & Expense Creditors | NIL | |
| (45,209.67) | HM Revenue and Customs | NIL | |
| | | | NIL |
| | DISTRIBUTIONS | | |
| (1.00) | Ordinary Shareholders | NIL | |
| | | | NIL |
| (19,080.86) | | | 267.52 |
| | REPRESENTED BY | | |
| | Vat Receivable | | 200.00 |
| | Bank 1 Current | | 67.52 |
| | | | 267.52 |

**Tailor Made Recruitment Limited
(IN LIQUIDATION)**

DETAILED NARRATIVE LIST OF WORK UNDERTAKEN BY THE JOINT LIQUIDATORS DURING THE REVIEW PERIOD

| Description of work undertaken | Includes |
|--|---|
| <u>ADMINISTRATION & PLANNING</u> | |
| Administration & Planning | |
| Initial Statutory and General Notifications & Filing e.g. Advertising the appointment, undertaking statutory notifications to Companies House, HMRC, the Pension Protection Fund, preparing the documentation and dealing with other notification of appointment | Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements |
| Obtaining a specific penalty bond. | |
| Recovering & Scheduling the company's books and records. | Collection and making an inventory of company books and records |
| Setting up electronic case files and electronic case details on IPS. | |
| General Administration - Dealing with all routine correspondence and emails relating to the case. | |
| Case strategy & completing file reviews at 1 month, 2 months & 6 months. | Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case 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 |
| VAT & Corporation Tax matters and returns. | Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns |
| <u>CREDITORS</u> | |
| Creditors | |
| Dealing with creditor correspondence, emails and telephone conversations. | Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post |
| Reviewing and adjudicating creditors' claims - adjudicating claims & requesting additional information in support of claims | Agreeing allocation of realisations and costs between fixed and floating charges Receipt of POD Adjudicating POD Request further information from claimants regarding POD |

| Description of work undertaken | Includes |
|--|--|
| | Preparation of correspondence to claimant advising outcome of adjudication Seeking solicitors' advice on the validity of complex claims. Dealing with unclaimed dividends |
| Dealing with HMRC claim | |
| Annual/Progress Reports | Preparing, circulating and filing progress reports. Disclosure of sales to connected parties |
| Initial Appointment Notification to Creditors - Preparing the documentation & sending out initial appointment notification to creditors | Preparing a fee estimate for inclusion with the report to creditors. |
| Interim Fee Report to Creditors | |
| | |
| <u>INVESTIGATIONS</u> | |
| Investigations | |
| SIP 2 Review - Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc. | 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 Liaising with the committee/creditors or major creditors about further action to be taken |
| CDDA Reports - Preparing a report or return on the conduct of the directors as required by the Company Directors Disqualification Act. | Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations |
| Investigating & Pursuing Antecedent Transactions | Instruct agents to prepare a valuation of assets sold pre-appointment Review sale of assets to connected company |
| | |
| <u>REALISATION OF ASSETS</u> | |
| Realisation of Assets | |
| Debtors | Reviewing and assessing debtors' ledgers Receiving updates from factoring companies Dealing with disputes, including communicating with directors/former staff |
| <u>CASHIERING</u> | |
| Opening, maintaining and managing the Office Holders' cashbook and bank account. | Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers |

| Description of work undertaken | Includes |
|--|--|
| | Maintenance of the estate cash book |
| Dealing with cheque requisitions | Issuing cheques/BACS payments |
| Dealing with deposit forms | Banking remittances |
| Bank Reconciliations | |
| Preparing & Filing statutory Receipts & Payments accounts | Preparing and filing statutory receipts and payments accounts at Companies House |

Current Charge-out Rates of the staff working on the case

Time charging policy

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken

Support staff include secretarial and administrative support.

The minimum unit of time recorded is 6 minutes.

Rates are likely to be subject to periodic increase.

| Staff | Charge out rates £ |
|-----------------------------------|-------------------------------|
| Partners | £500.00 |
| Directors | £295.00 - £495.00 |
| Senior Manager | £250.00 - £450.00 |
| Manager | £225.00 - £375.00 |
| Assistant Manager | £200.00 - £250.00 |
| Senior Administrator | £185.00 - £265.00 |
| Administrator | £175.00 - £215.00 |
| Assistant Administrator | £150.00 - £175.00 |
| Case Accountant | £100.00 |
| Junior Administrator | £125.00 |
| Support Staff/Executive Assistant | £75.00 - £100.00 |