

## **INFORMATION UPON FEES CHARGED BY GILL JENNINGS & EVERY LLP**

At GJE our aim is to ensure that our clients receive the best available information about the costs of the work that we perform for them. Unless we have agreed with you otherwise, our standard approach to invoicing, and the fee rates that we charge are set out in this document. If you have any questions or concerns about the costs associated with our work, then please get in touch with your usual GJE contact or send an email to [gje@gje.com](mailto:gje@gje.com).

### **General approach to invoicing**

Our usual approach is one of “milestone billing” in which an invoice for a particular task is issued once a key stage in the performance of that task, or the entire task, has been completed. Our invoices will normally be made up of any number of elements including fixed fees, time-based fees and disbursements. Our invoices contain a textual narrative which describes the main tasks we have performed, and the total sum of our fees (which may be fixed or time-based) in respect of those tasks. Disbursements are typically separated from our fees on our invoices. Disbursements may be summed, and a total presented on our invoices, in a similar manner to our fees. Our standard approach to invoicing is to set out a helpful level of detail that is pertinent to the matter to enable our clients to be clear as to the work performed, whilst not providing a level of detail which is too extensive for our clients to review and/or store conveniently. If you do wish to receive more detailed information in relation to your invoicing matters, then please do get in touch with us.

### **Our fees**

Our fees are charged as time-based fees, fixed fees and very often a mixture of each due to the milestone billing approach we follow, as noted above.

Time-based fees are calculated by reference to the hourly rates of the professionals concerned. These vary based on the seniority and experience of the individual. Our time-based fee rates are typically reviewed annually, and any increase shall be applied automatically to your matters. Our fee rates are calculated at the rates which are current when the services are provided. Other factors may also be taken into account in calculating the fees for your matter including (but not limited to) the complexity of the issues and the urgency of the matter. We reserve the right to adjust our standard charges if highly specialised knowledge is required, or if the matter is complex and/or urgent. Details of our hourly rates which are currently in use are set out in the following table.

Role	Standard Rate (GBP per hour)	Specialist Rate (GBP per hour)
Partner	560	700
Director	560	700
Senior Associate	480	600
Associate	435	545
Trainee (experience and professional qualifications)	210 – 400	-
IP support team member	210 – 230	-

Fixed fees are typically charged for the elements of work that are required on matters which are common to most matters of that type. Such work may be performed by members of our support team, including management of data on our records and preparing relevant documentation. Such work may also include work performed by our professionals which we have chosen not to charge as time-based fees because the time needed to perform the tasks is either relatively low or the amount of time required is sufficiently similar on each matter of that type to justify a fixed fee. Our fixed fees are also reviewed at least annually to take account of inflation and any other relevant factors such as changes in official procedures. Any increase in the fixed fees shall be applied automatically to your matters. Details of our fixed fees applying to your matters in respect of some of the principal aspects of our work are set out in our engagement letter. Alternatively, please get in touch with your usual GJE contact, or send an email to [gje@gje.com](mailto:gje@gje.com).

### **Foreign currency exchange**

In certain circumstances we are required to make payments in foreign currencies to third parties. For example, payments to the European Patent Office and European Union Intellectual Property Office are made in EUR, whereas those made to attorneys handling IP in other countries are typically made in their respective currency for example USD or YEN. We apply a weighted conversion rate which is set with respect to a recent “spot” rate (provided by our bank) to reflect the cost of dealing in the foreign currency. This weighting is 7.5% in our favour with respect to that spot rate. For simplicity this weighting is normally applied irrespective of the currency or the prevailing spot rate.

### **Renewal fees**

Where you have asked us to take on responsibility for the regular payment of renewal fees on your behalf, we apply a fixed fee of 255 GBP for the payment of each renewal fee in each

relevant jurisdiction. We may engage third parties (including local attorneys) to process your renewal instructions. We will pass on their fees and any official fees to you, in addition to our fixed fee.