

**ALICE GRACE TOOP**  
**NOTARY PUBLIC**  
Richmond Point, 43 Richmond Hill  
Bournemouth, Dorset, BH2 6LR, England  
+44(0)1202204520  
alicegracetoopnotarypublic@gmail.com

### **Price Information**

Details of my charges are set out below. However, I always request sight of the documents where possible (together with any related instructions sent to you) before providing a specific quote.

Please note that if I have to make payments on your behalf such as legalisation fees, translator or interpreter fees, or other costs such as travelling expenses, your approval to these will be obtained and you are normally required to make payment in advance of any such amounts.

#### *Charges*

If the matter is simple I will endeavour to charge a fixed fee to include disbursements such as legalisation fees, postage, consular agent fees, courier fees, travelling expenses, translating costs and so on. My minimum notarial fee is £75 plus disbursements.

For more complicated or time-consuming matters the fee will be based on my hourly rate of £200 plus disbursements. I periodically review my hourly rate to reflect various factors including increases in overhead costs and inflation. If a review is carried out before your matter is concluded then I will inform you of any change in my hourly rate.

The fee charged may include time spent on preliminary advice, drafting and preparation time, making and receiving telephone calls, correspondence written and received in all formats, arranging legalisation and record keeping.

I do not charge VAT.

#### *Disbursements*

In the course of acting for you I may need to incur various expenses, including UK Foreign and Commonwealth Office fees, consular/embassy fees, agents fees, travel costs, mileage allowance in accordance with HMRC's prevailing rate, postage charges, couriers' charges, bank charges and unusual stationery costs which will all be recharged to you.

#### *General points*

Occasionally unforeseen or unusual issues arise during the course of the matter which may result in a revision of my fee estimate. Examples of this could include where additional documents are required to be notarised, additional translations or legalisations are needed to meet the requirements of the receiving jurisdiction, third party fees are adjusted to reflect external factors such as fuel price changes and so on. I will notify you of any changes in the fee estimate as soon as possible.

When you instruct me jointly with others, I am entitled to look at any one or more of you to pay the whole of the charges and disbursements that you jointly incur.