



## **Payment arrangements**

1.1 Where Services are provided on a time and materials basis:

- (a) the cost of our Services shall be calculated in accordance with our standard daily fee rates, as amended from time to time, and summarised in our daily rates table which can be obtained from Argand Solutions.
- (b) our standard daily fee rates for each individual person are calculated on the basis of an seven-hour day, worked between 9.00 am and 5.00 pm on Business Days (excluding public holidays in the UK);
- (c) we shall be entitled to charge an overtime rate of 150% of the standard daily fee rate on a pro-rata basis for each part day or for any time worked by individuals outside the hours referred to in (b) above;
- (d) unless otherwise agreed, we shall invoice you for Services provided for the costs of our time, expenses and materials (together with VAT) for the month concerned, calculated as provided in this clause.
- (e) where the Services are provided for a fixed price, the total price for the Services shall be the amount set out in the Order from time to time. You shall pay the total price to us (without deduction or set-off) as set out in the Order and we shall Invoice you for the costs that are then payable, together with expenses, the costs of materials and VAT, where appropriate, calculated as provided in the Order.
- (f) any fixed price and standard daily rate fee contained in the Order excludes:
  - a. the cost of hotel, subsistence, travelling and any other ancillary expenses reasonably incurred by the individuals whom we engage in connection with the Services; and
  - b. VAT, which we shall add to our invoices at the appropriate rate.
  - c. you agree that we may review and increase our standard daily fee rates and the charges.