



ALFA Lawyers

Schedule of Professional Fees

Fee No.	Fee Description	Fee (exclusive of GST)
AL01	Drafting a letter or email, up to 1 folio	\$35.00
AL02	Drafting a letter or email of 2 to 3 folios (thereafter hourly rates applies)	\$130.00
AL03	Drafting documents other than letters or emails, up to 3 folios (thereafter hourly rates apply)	\$160.00
AL04	Reading or perusing emails, letters, or documents, up to 3 folios (thereafter hourly rates apply)	\$15.00
AL05	Time reasonably spent by a lawyer on attendances or other work requiring legal skill (except where another item in this schedule applies)	\$395.00 per hour
AL06	Time reasonably spent by a lawyer, or by a clerk of a lawyer, on work not requiring legal skill	\$165.00 per hour
AL07	Receiving and filing a document, facsimile, or email	\$5.00
AL08	Transmitting and filing a document, facsimile, or email	\$5.00
AL09	Copies (including hard copy and electronic documents)	\$1.00 per page

Please note:

- A folio is 100 words or figures or part thereof. There are approximately **3 folios** in each **A4 page**.
- Fee No. AL04 does not include reviewing photographs, videos or other graphics
- The firm's fees for hourly rates are determined by applying the relevant hourly rates to the units of time recorded by the staff member working on your matter. Minimum unit of time is 6 minutes.
- Any item not listed here will be billed to the client by applying the hourly rates.

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