



ALFA Lawyers

Schedule of Professional Fees

Fee No.	Fee Description	Fee (exclusive of GST)
AL01	Drafting a letter of advice or formal email, between 3 and 6 folios (then hourly rate applies)	\$180.00
AL02	Drafting short emails, up to 2 folios	\$30.00
AL03	Drafting a document other than letter or email, up to 3 folios (then hourly rate applies)	\$150.00
AL04	Reading or perusing emails, letters or documents, up to 3 folios (then hourly rate applies)	\$15.00
AL05	Time reasonably spent by a lawyer on attendances or work requiring the skill of a lawyer (except work to which any other 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 skills	\$165.00 per hour
AL07	Receiving & filing a document, facsimile or email	\$5.00
AL08	Transmitting & filing a document, facsimile or email	\$5.00
AL09	Copies (including hard copies 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.
- AL04 - (does not include 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.
- For a document or letter mentioned in items AL01 and AL03 or AL04 containing more than 3,000 words, the amount charged as allowed by Registrar.
- Any item not listed here will be billed to the client by applying the hourly rates.

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