Schedule 1 Form 1 Standard costs disclosure form for clients – solicitors and other law practices (except barristers)

|  |
| --- |
| The standard costs disclosure Form 1 can be used when your professional fee is not likely to be more than $3000 (before adding GST and disbursements). |
|  | Date provided to client:      |

Law practice details

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |       | Contact: |       |
| Address: |       | Phone: |       |
| Mobile(Optional): |       |
| State/Territory: |       | Postcode: |       | Email(Optional): |       |

Client details

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |       | Phone: |       |
| Address: |       | Mobile(Optional): |       |
| Email(Optional): |       |
| State/Territory: |       | Postcode: |       |

What we will do for you

|  |
| --- |
| Examples:- Prepare your will and power of attorney - Undertake legal work for the sale/purchase of property at [address]- Provide advice about a legal issue concerning […]**\*Click and delete instruction to complete electronically or print\***      |

How much we estimate you will need to pay

|  |  |  |
| --- | --- | --- |
|  |  | The basis for calculating costs |
| Estimated total cost of our legal services (excl. GST): | $      | **Choose from menu** ▼$     Further Details:*Example fixed rate $680.00 or hourly rate $350.00****\*Click and delete instruction to complete electronically or print\****      |
|  |  |
| Estimated amount for disbursements (excl. GST): | $      |
| Itemised disbursements (Optional)**\*Click and delete instruction to complete electronically or print\***      |       |
|  |  |
| Estimated total cost of barrister or other law practice (excl. GST): | $      |
| *[Attach information from the second law practice]* |  |
|  |  |
| GST: | $      |
| Estimated full amount you will need to pay (incl. GST): | $      |
| **This is an estimate only.** We will inform you if anything happens that significantly changes this estimate. If our professional fee is likely to be more than $3000 (before GST and disbursements are added) we will provide you with a full disclosure of costs in writing. |
| Your rights include to:►Ask for an explanation of this form ►Negotiate a costs agreement ► Negotiate the billing method (e.g. timing or task) ►Request a written progress report of costs incurred ► Receive a written bill for work done ► Request an itemised bill►Contact your local regulatory authority. |

Information sheets for [consumers [PDF, 228KB](http://www.legalservicescouncil.org.au/Documents/information-res/Cost_disclosure_Form_for_the_Consumer_Info_Sheet.pdf)] and [legal practitioners [PDF, 253KB]](http://www.legalservicescouncil.org.au/Documents/information-res/Cost_disclosure_for_the_Legal_Practitioner_Info_Sheet.pdf) explain this form