

FIRM DETAILS

FIRM NAME			
VAT NUMBER		EMAIL	
TELEPHONE 1		ADDRESS	
FAX			

CONTACT PERSON – UPDATES

NAME			POSITION HELD	
EMAIL:			TELEPHONE	
PREFERRED UPDATES:	WEEKLY ON A _____	MONTHLY ON THE _____	WHEN THERE ARE DEVELOPMENTS	WHEN REQUESTED

CONTACT PERSON – PAYMENT OF ACCOUNTS

NAME			POSITION HELD	
EMAIL			TELEPHONE	
INVOICES TO BE SENT	MONTHLY ON THE _____	AFTER EACH PROCESS IS COMPLETED	AT THE END OF THE MATTER	WHEN REQUESTED

BANK ACCOUNT DETAILS (FOR PAYMENTS INTO YOUR ACCOUNT)

ACCOUNT HOLDER		ACCOUNT TYPE	
BANK & BRANCH CODE		ACCOUNT NUMBER	

LEGAL SERVICES MANDATE

I hereby authorize D.P. BEZUIDENHOUT ATTORNEYS INC to render the following legal services, on my behalf, in a correspondent capacity;

PARTIES			
COURT			CASE NUMBER
SERVICE	POST BOX – FILING AND SERVICE	FILING & SERVING WITH ATTENDANCE AT COURT	OTHER: SPECIFY
YOUR REF			OUR REF:
AREA OF LAW			
ANY SPECIFIC INSTRUCTIONS			



FEE AGREEMENT TERMS

1. PAYMENTS OF INVOICES SENT TO YOU MUST BE PAID WITHIN 30 DAYS OF RECEIPT THEREOF.
2. SHERIFF FEES AND/OR OTHER DISBURSEMENTS MUST EITHER BE PAID BY YOUR FIRM OR PAYMENT MUST BE MADE INTO OUR TRUST ACCOUNT TO CARRY THESE COSTS. THESE COSTS WILL NOT BE BILLED AT THE END OF THE MATTER BUT RATHER, WHEN THEY BECOME DUE AND PAYABLE AND/OR WHEN AN INVOICE HAS BEEN RECEIVED BY US FOR THE DISBURSEMENT
3. ALL PAYMENTS MADE TO D.P. BEZUIDENHOUT ATTORNEYS INC. ARE TO BE PAID IN THE COMMERCIAL TRUST ACCOUNT OF THE PRACTICE AT;

Bank	FNB - FIRST NATIONAL BANK
Account type	ATTORNEY TRUST ACCOUNT
Account Number	6 2 8 9 0 4 6 6 4 4 6
Branch Code	2 1 0 1 1 4
Reference	Your file reference

4. THE SPECIFIC FILE REFERENCE GIVEN TO ME AS REFERENCE SHOULD BE USED WHEN MAKING ANY PAYMENTS TO THE ATTORNEYS' TRUST ACCOUNT IN RESPECT OF THIS MATTER.
5. YOU MAY REQUEST AN ACCOUNT CONFIRMATION LETTER FROM D.P. BEZUIDENHOUT ATTORNEYS INC. TO BE EMAILED AT ANY TIME IN ORDER TO CONFIRM THE BANK DETAILS.

FEE STRUCTURE PART 1

DEBT REVIEW		ALL INCLUSIVE FEE INCLUDES:
R 1 000.00	ALL INCLUSIVE INCLUDING 1 ST APPEARANCE (NOT OPPOSED)	<ul style="list-style-type: none">✓ TAKING INSTRUCTIONS & OPENING FILE✓ ISSUE OF APPLICATION AT COURT✓ ALLOCATION OF COURT DATE✓ PROVIDING COPIES OF DOCUMENTS TO IA✓ ALL CORRESPONDENCE✓ ALL TELEPHONE CALLS✓ FILING OF ANY AND ALL DOCUMENTS✓ ATTEND COURT TO PAGINATE AND INDEX✓ PERUSAL OF ALL DOCUMENTS✓ PROVIDING COPY OF GRANTED ORDER✓ PROVIDING COURT OUTCOMES✓ 1ST COURT APPEARANCE
R 1 200.00	ALL INCLUSIVE INCLUDING 1ST APPEARANCE (OPPOSED)	
R 250.00	COURT APPEARANCE (NOT CHARGED FOR FIRST APPEARANCE)	
R 4.00	PRINTING & COPIES	
R 30.00	DRAFT & UPDATE INDEX AND PAGINATION	

PROPERTY TRANSFER		
ALL INCLUSIVE	R 450.00	<ul style="list-style-type: none">✓ ASSISTING IN SIGNING AND COMMISSION OF DOCUMENTS✓ INCLUDING PRINTING AND COPIES COURIER/POSTAGE COSTS NOT INCLUDED
CREDITOR MEETINGS		
PER APPEARANCE	R 450.00	<ul style="list-style-type: none">✓ INCLUSIVE OF ATTENDING TO FILING, PRINTING AND COPIES & PROVIDING MINUTES NOT INCLUSIVE OF POSTAGE / COURIER / OTHER DISBURSEMENTS

SET FEE AS AGREED BETWEEN ATTORNEY AND CLIENT

R____.____

CLIENT INITIAL

FEE STRUCTURE PART 2 | ITEM

ITEM	MEASUREMENT	SECTION A (MAGISTRATE COURT)	SECTION B (HIGH COURT)
TAKING INSTRUCTIONS & OPENING A FILE		R 100.00	R 500.00
Correspondence Received / Sent	Correspondence / Email	R 40.00	R 76.00
Telephone Calls Received / Made	Per Call	R 20.00	R 32.00
SMS / Whatsapp Message Received / Sent	SMS / Whatsapp	R 5.00	
Perusal of any Document and/or Letter (On Instructions)	Page	R 15.00	R 25.00
Drafting of Formal Letter / Affidavits	Page	R 30.00	R 150.00
Drafting of Index	Document	R 30.00	
Drafting of Notices (On Instruction)	Page	R 30.00	R 158.00
Drafting of Pleadings	Page	R 192.50	R 300.00
Drafting of Heads of Argument	Page	R 195.25	R 390.50
Service, filling and/or collection of documents at the Court, Sheriff, Post Office, Party or Attorney	Attendance	R 50.00	R 100.00
Copies and Printing	Page	R 4.00	
Issue and Collection of Summons at Court	Attendance	R 100.00	R 200.00
Consultations (On Instructions)	1 Hour	R 500.00	R 1400.00
Other Attendance at Court /Sheriff (e.g. Index and Pagination)	15 Minutes	R 150.00	R 440.00
Court Attendance Actual Attendance	15 Minutes	R 300.00	R 2 200.00
Waiting at Court	15 Minutes	R 75.00	R 435.00
Travelling: Time Included	Kilometer	R 25.00	

I HAVE READ, UNDERSTOOD AND AGREE TO THE FEE MANDATE TERMS AS STATED ABOVE

CLIENT – INSTRUCTING ATTORNEY

SIGNATURE:	
FULL NAME:	
PLACE:	
DATE :	

ATTORNEY / REPRESENTATIVE OF D.P BEZUIDENHOUT ATTORNEYS

SIGNATURE:	
FULL NAME:	
PLACE:	
DATE :	

CLIENT INITIAL