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

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| --- | --- |
| 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

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| --- |
| 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