

## Pricing Schedule

We charge full cost recovery for our Enhanced Advisory Services (EAS). This means that you will be invoiced for the costs attributable to your case, and no more. We do not make a profit but full cost recovery ensures that the provision of enhanced services is not cross-subsidised by taxpayer funding. Full cost recovery involves the cost of our staff time spent on your case (including travel and administration time), the addition of overheads, and any other direct non-staff costs incurred in the delivery of the service.

For each EAS service we will provide a cost estimate based on our initial assessment of the complexity of your case and the staff time that we might expect the case to require. The final invoice amount payable will depend on the actual time spent on each case and will not be confirmed until you receive the invoice from us on completion of the work<sup>1</sup>. For Listing Enhancement and Fast-track Listing cases an additional fixed fee of £450 per case (excluding VAT) is added in order to recover the cost of administering these services.

In some circumstances, such as where new information arises during our work on a case, we may need to spend further time on a case than we have allowed for in the estimate. When this is the case we will advise you before commencing additional work. This is detailed in our Terms and Conditions.

When considering a case we will decide on the appropriate staff to undertake work and are not able to negotiate on particular staff involvement in a case. Your case will be completed by the most appropriate member of our staff, taking account of the complexity of your case, geographical location, areas of expertise and other workloads.

How does EAS work?

- I. Fast-track Listing and Listing Enhancement: applications should be made using our [online listing application form](#). When prompted, please select the enhanced service option that you require.

Extended Pre-application advice: you will be offered further engagement on existing pre-application work as appropriate. For all pre-application advice please contact your [local office](#).

Screening for Potential Listing Service: please contact your [local office](#) for further information.

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<sup>1</sup> For Extended Pre-application Advice we will issue invoices for stage payments quarterly if our engagement in the case extends over more than one quarter.

- II. We will consider the complexity of the case and advise an estimated price band. This is based on our initial assessment of the staff time involved. This estimate will be supplied with an Order Form and our Terms and Conditions. We will require you to complete the Order Form before work can commence.
- III. We will record all of the time (including administration and travel time) spent on your case. In some circumstances, such as where new information arises during our work on a case, we will need to spend more time on a case than we have covered in the estimate. We will advise you if this happens.
- IV. On completion of the work we will then invoice based on the time spent on your particular case, including travel time, administration time and associated overheads.