Client Care Information and Terms of Engagement

Residential Property Department Annex

Personnel

The personnel in the department and their hourly charging rates are:

Sylvia A Gillham	Partner and Head of Department (Pershore)	£290.00
Emma Cottell	Partner (Tewkesbury)	£290.00
Amanda Middleton	Partner (Stratford-upon-Avon)	£280.00
Emily Wort	Associate Solicitor (Pershore)	£250.00
Rachael Bale	Associate Solicitor (Pershore)	£250.00
Abbie Assheton	Paralegal (Tewkesbury)	£155.00
Clive Haines	Conveyancing Assistant (Pershore)	£150.00
Magda Stanik	Conveyancing Assistant (Stratford-upon-Avon)	£150.00
Stephanie Burrill	Conveyancing Assistant (Tewkesbury)	£150.00
Tracy Freeman	Conveyancing Assistant (Stratford-upon-Avon)	£150.00
Alison Branchett	Secretary (Pershore)	£100.00
Claire Billington	Secretary (Pershore)	£100.00
Desislava Dilovska	Secretary (Pershore)	£100.00
Gemma Whitlock	Secretary (Pershore)	£100.00
Ginny Reade	Secretary (Stratford-upon-Avon)	£100.00
James Andrews	Client Engagement & Onboarding Administrator (Pershore)	£100.00
Jan Southcott	Secretary (Pershore)	£100.00
Joanne Smith	Secretary (Tewkesbury)	£100.00
Madison Jones	Administrative Assistant (Pershore)	£100.00
Nikki Francis	Administrative Assistant (Tewkesbury)	£100.00

Secretarial time is only charged if it involves work that a lawyer might otherwise carry out and not for "secretarial duties", for example, for typing or arranging appointments.

SPECIMEN