



Price Information

I will require sight of documents where possible (together with any related instructions sent to you) before providing a specific quote. In most instances I will be able to provide you with a fixed fee quote before commencing work.

For simple matters, my quote will be based on my hourly rate of £250 (subject to a minimum fee of £150, plus disbursements) and the time I am likely to spend on your matter. For more complex matters, it may not be possible to provide a fixed fee quote and I will therefore provide an initial estimate and keep you updated on costs as the matter progresses. I do not currently charge VAT.

The fee charged may include time spent on preliminary advice, drafting and preparation time, making and receiving telephone calls, correspondence written and received in all formats, arranging legalisation and record keeping. Some documents require legalisation before they will be accepted for use in the receiving jurisdiction by obtaining an apostille through the UK Foreign, Commonwealth and Development Office and, for some countries, additional legalisation is required through the relevant embassy or consulate.

Your matter may incur some disbursements which I will charge to you. This might include postage or courier charges, legalisation agent fees, the FCDO apostille service fee, consular fees or translation costs. I will always inform you of the relevant costs and obtain your authority before incurring them. You are normally required to make payment in advance of any such amounts.

If we agree to meet at your home or office, I may make a charge for my travel time but I will not charge mileage. If your instructions require me to arrange legalisation on your behalf, I will make a charge of £75 to cover my time for arranging this.

My preference is for payment to be made by direct bank transfer but I can also accept a cheque made payable to Vanessa Santomauro and cash payments not exceeding £250 in any single instruction. Payment of my fee and disbursements is due when the document has been prepared, which I may retain pending payment in full.

Occasionally unforeseen or unusual issues arise during the course of the matter which may result in a revision of my fee estimate. Examples of this could include where additional documents are required to be notarised, additional translations or

VANESSA SANTOMAURO
NOTARY PUBLIC – ENGLAND AND WALES
13 Gosfield Road, High Garrett, Braintree, Essex CM7 5NZ

Regulated through the Faculty Office of the Archbishop of Canterbury



legalisations are needed to meet the requirements of the receiving jurisdiction, third party fees are adjusted to reflect external factors such as fuel price changes and so on. I will notify you of any changes in the fee estimate as soon as possible.

VANESSA SANTOMAURO
NOTARY PUBLIC – ENGLAND AND WALES
13 Gosfield Road, High Garrett, Braintree, Essex CM7 5NZ

Regulated through the Faculty Office of the Archbishop of Canterbury