



INFORMATION CHARGING POLICY

Personal Search of Documents:

These may only be conducted in the Office by **prior arrangement** with the Administration Staff.

Search	£10 per hour
Copy of information	10p per A4 copy; 20p per A3 copy

Payment Terms:

All charges for copies to be paid in advance of printing

Under £1	Cash is acceptable
£1 and over	Cheque or BACS payment is required

Search Conducted by Administration Staff:

These will be conducted by the Staff at a time when administration tasks allow but not exceeding 14 days

Search	Minimum Charge	£9 for up to 15 minutes £7 for additional 15 minutes or portion thereof
In Addition:	Printing Costs	10p per A4 copy; 20p per A3 copy
	Postage and Packing	As required

Payment Terms:

Upon application, the Staff will request the Client's full contact details and give an estimated cost. After agreement the Search will be made and the Client informed of the total cost.

If the Staff becomes aware the search will be more involved than first estimated, the Client will be informed for agreement before proceeding further.

Payment should then be forwarded and the copy (copies) will be sent by return of post.