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Guideline Fees

Short Term- Unsecured Consultancies

Updated April 18 2016

Director

	PUBLIC/NGO	COMMERCIAL
Hourly	160	350
Half Day	400	800
Full Day	700	1400

Senior Associate

	PUBLIC/NGO	COMMERCIAL
Hourly	100	200
Half Day	300	500
Full Day	500	800

Junior Associate

	PUBLIC/NGO	COMMERCIAL
Hourly	60	100
Half Day	150	250
Full Day	250	400

Notes :

- All work will be charged either by the hour, day or half day based on a 7.5 hour working day. Assignments of between 2 and 4 hours will be charged as half days. Assignments of over five hours will be charged as full days.

- Travel expenses will be invoiced separately and will incur an additional VAT charge of 20% for UK clients
- For international travel (i.e. outside of UK) per diems will be charged at rates set by the European Commission for EC funded projects (<https://ec.europa.eu/europeaid/sites/devco/files/perdiem-rate-20150318.pdf>) except where client institution has existing per diem policy in place.
- For travel within the UK travel and accommodation will be charged on an ad hoc basis where the client does not meet these costs directly
- Fees and per diems include all incidental business related costs (i.e. all insurances, phones, hardware, accommodation) excluding transport and, if travel is required to a “high risk area” as determined by either the UK FCO or US Dept of State, any additional insurance and security costs.
- Fees include all administrative costs – except where these are exceptional (e.g. complex visa procurements, complex bookings etc.)
- Local travel time (i.e. within the UK) will be charged as billable time per the European Court of Justice Working Time Directive. International travel time will be billed at half daily rates.
- Fees will be based on an “on-assignment” basis i.e. full charges will apply for time where other work is precluded on either a half-day or full day basis.

Billing and Payment:

- Invoices are to be paid within a month of receipt unless a separate agreement is made
- VAT will be charged at a rate of 20% for clients in the UK
- Payments are to be made by transfer to:

Account:	Anthropos Ltd also trading as “James Suzman Consultancy”
Account number:	53604225
Sort Code:	20-17-19
Bank Details:	Barclays
	9-11 St Andrew's St,
	Cambridge
	UK
	CB2 3AA
SWIFT:	BARCGB22
IBAN:	GB67 BARC 2017 1953 6042 25