

Schedule 1 Form 1 Standard costs disclosure form for clients – solicitors and other law practices (except barristers)

The standard costs disclosure Form 1 can be used when your professional fee is not likely to be more than \$3000 (before adding GST and disbursements).

Date provided to client:

Law practice details

Name:			Contact:	
Address:			Phone:	
			Mobile (Optional):	
State/Territory:		Postcode:		Email (Optional):

Client details

Name:			Phone:	
Address:			Mobile (Optional):	
			Email (Optional):	
State/Territory:		Postcode:		

What we will do for you

Examples:

- Prepare your will and power of attorney
- Undertake legal work for the sale/purchase of property at [address]
- Provide advice about a legal issue concerning [...]

Click and delete instruction to complete electronically or print

How much we estimate you will need to pay

Estimated total cost of our legal services (excl. GST):	\$ _____	The basis for calculating costs Choose from menu ▼ \$ Further Details: <i>Example fixed rate \$680.00 or hourly rate \$350.00</i> <i>*Click and delete instruction to complete electronically or print*</i>
Estimated amount for disbursements (excl. GST): <i>Itemised disbursements (Optional)</i> <i>*Click and delete instruction to complete electronically or print*</i>	\$ _____	
Estimated total cost of barrister or other law practice (excl. GST): <i>[Attach information from the second law practice]</i>	\$ _____	
GST:	\$ _____	
Estimated full amount you will need to pay (incl. GST):	\$ _____	

This is an estimate only. We will inform you if anything happens that significantly changes this estimate. If our professional fee is likely to be more than \$3000 (before GST and disbursements are added) we will provide you with a full disclosure of costs in writing.

Your rights include to:

- ▶ Ask for an explanation of this form
- ▶ Negotiate a costs agreement
- ▶ Negotiate the billing method (e.g. timing or task)
- ▶ Request a written progress report of costs incurred
- ▶ Receive a written bill for work done
- ▶ Request an itemised bill
- ▶ Contact your local regulatory authority.

Information sheets for [Consumers](#) and [Legal Practitioners](#) explain this form.