

Mr David L Shaw
MSc FRCS(Ed) FRCS(Orth)
CONSULTANT ORTHOPAEDIC SURGEON
TERMS FOR PREPARING A MEDICAL REPORT

1. It is your responsibility to ensure that Mr Shaw receives adequate instructions, the appropriate medical records and x-rays, signed authority to disclose information and that the report is sufficient for your purposes.
2. The fee will be as stated in the covering letter. Unless otherwise agreed we do not accept instructions on a defer until the case has settled basis.
3. The fee for inspecting all relevant documentation, including medical records provided by you and all other time spent in relation to this matter (except related to 2 above) will be £115.20 + VAT per hour billable in 15min increments.
4. In all cases, including legal aided cases, and in accordance with Law Society/British Orthopaedic Association Guidelines (1995) payment is due within six weeks of receipt of the report by yourselves. When payment at the conclusion of the case has been agreed this will be stated on the invoice. Payment will not depend upon success, failure or abandonment of the case.
5. Interest charges and compensatory payments will be levied upon overdue accounts in accordance with the Late Payment of Commercial Debts Act.
6. Late payment may result in a complaint to the Solicitors Disciplinary Tribunal
7. Costs incurred in the procurement of medical records including X-rays, other information or investigations will be passed on to you for payment.
8. If you cancel your request more than 14 days after receipt of these terms a fee will be charged reflecting the work and administrative time to the date of cancellation.
9. Related expenses will be charged as follows: First class rail travel, business class air travel, car at £0.80 per mile.
10. Copies of medical records provided will either be returned upon request with the medical report or they will be destroyed 6 weeks after submission of the report
11. All letters emails and other communications will only be deemed received when acknowledged as such by Mr Shaw.