Bill of Costs

# Narrative

This Bill of Costs is prepared on behalf of the Claimant in respect of proceedings under case number CL-2024-000123. The claim relates to a breach of contract matter, which proceeded to trial over three days. The costs incurred include work carried out by Grade A, B, and D fee earners, as well as disbursements for counsel and expert witnesses.

# Summary of Work Done

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Description of Work | Fee Earner Grade | Time Spent (hrs) |
| 10/01/2024 | Initial client meeting and instructions | Grade A | 1.5 |
| 12/01/2024 | Drafting letter before action | Grade B | 2.0 |
| 20/01/2024 | Preparing claim form and particulars of claim | Grade A | 3.0 |
| 05/03/2024 | Attending case management conference | Grade B | 2.5 |
| 10/04/2024 | Preparing trial bundle and attending trial (Day 1) | Grade A | 6.0 |

# Disbursements

|  |  |  |
| --- | --- | --- |
| Description | Supplier | Amount (£) |
| Counsel Fee (3-day trial) | Barrister John Smith | 4500.00 |
| Court Fees | HMCTS | 1200.00 |
| Expert Report – IT Forensics | ABC Experts Ltd | 1800.00 |

# Totals

Total Profit Costs: £7,500.00

Total Disbursements: £7,500.00

VAT @ 20%: £3,000.00

Total Costs Claimed: £18,000.00