

Matter Pre-bill Report

Matter Number: 11526/1
Client: Lynchs Pharmacy, Douglas
Matter Details: HSE
Responsible Person: Matthew Austin
Comments:
Period Start: 20/05/2024
Period End: 26/06/2024

Fees

Entry Date	Description	Task Name	Billed By	Billing Status	Hours*	Rate/Hr	Total	Running
20/05/24	Review email from GL to LF.	Work on file	Matthew Austin	Billable	0.1	€425.00	€42.50	€42.50
21/05/24	Ltr to P Lee. Email with GL. Call with BL.	Work on file	Matthew Austin	Billable	0.2	€425.00	€85.00	€127.50
22/05/24	Ltr from P Lee. Email with GL. Email to P Lee.	Work on file	Matthew Austin	Billable	0.2	€425.00	€85.00	€212.50
23/05/24	Ltr from P Lee. Liaising with Mollie re circulars. Email to client. Ltr from P Lee.	Work on file	Matthew Austin	Billable	1.5	€425.00	€637.50	€850.00
23/05/24	Reviewing HSE circulars for reference to third party verification and signature requirements. Checking for updates in HSE website. Discussion with MA.	Research	Mollie Ryan	Billable	1.0	€125.00	€125.00	€975.00
27/05/24	Email from and to GL. Review file. Teams call. Att note. Amend draft letter. Further email with client.	Work on file	Matthew Austin	Billable	2.1	€425.00	€892.50	€1,867.50
29/05/24	Email from and to GL.	Work on file	Matthew Austin	Billable	1.4	€425.00	€595.00	€2,462.50
30/05/24	Email from and to GL.	Work on file	Matthew Austin	Billable	0.1	€425.00	€42.50	€2,505.00
04/06/24	Emails from and to GL.	Work on file	Matthew Austin	Billable	0.5	€425.00	€212.50	€2,717.50
05/06/24	Email with GL.	Work on file	Matthew Austin	Billable	0.3	€425.00	€127.50	€2,845.00
06/06/24	Emails with GL.	Work on file	Matthew Austin	Billable	0.2	€425.00	€85.00	€2,930.00
07/06/24	Ltr from P Lee. Email to GL.	Work on file	Matthew Austin	Billable	0.3	€425.00	€127.50	€3,057.50
10/06/24	Email with GL.	Work on file	Matthew Austin	Billable	0.1	€425.00	€42.50	€3,100.00
11/06/24	Email from and to GL.	Work on file	Matthew Austin	Billable	0.4	€425.00	€170.00	€3,270.00

* Hours are rounded up to the nearest unit.

Fees								
Entry Date	Description	Task Name	Billed By	Billing Status	Hours*	Rate/Hr	Total	Running
13/06/24	Call with Sheena Confrey	Work on file	Matthew Austin	Billable	1.1	€425.00	€467.50	€3,737.50
17/06/24	Emails from SC.	Work on file	Matthew Austin	Billable	0.1	€425.00	€42.50	€3,780.00
18/06/24	Email with GL and SC. Draft ltr to P Lee. Texts with SC.	Work on file	Matthew Austin	Billable	2.9	€425.00	€1,232.50	€5,012.50
19/06/24	Emails from SC and GL. Amend draft ltr to P Lee. Email to SC and GL.	Work on file	Matthew Austin	Billable	0.9	€425.00	€382.50	€5,395.00
19/06/24	Considered Review of File and Documents to Prepare the of Book of Inter Partes correspondence	Work on file	Leah Mooney	Billable	1.3	€125.00	€162.50	€5,557.50
20/06/24	Preparation of IP Book	Preparation	Leah Mooney	Billable	0.8	€125.00	€100.00	€5,657.50
24/06/24	Call with SC. Emails with P Lee. Email with SC.	Work on file	Matthew Austin	Billable	0.8	€425.00	€340.00	€5,997.50
25/06/24	Email from and to SC.	Work on file	Matthew Austin	Billable	0.2	€425.00	€85.00	€6,082.50
26/06/24	Prep for call with P. Lee. Call with P. Lee. Email to SC.	Work on file	Matthew Austin	Billable	1.0	€425.00	€425.00	€6,507.50
Total:						17.5	€6,507.50	

Fee Earner Summary	Chargeable Units	Value
Leah Mooney	21	€262.50
Matthew Austin	144	€6,120.00
Mollie Ryan	10	€125.00
Total:	175	€6,507.50

* Hours are rounded up to the nearest unit.

Disbursements

Entry Date	Supplier	Description	Payment Status	Billing Status	Amount
				Total:	

* Hours are rounded up to the nearest unit.