

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 \[PDF, 228KB\]](#) and [legal practitioners \[PDF, 253KB\]](#) explain this form

