

**MR DUNCAN HARRISS, CONSULTANT UROLOGICAL SURGEON**  
**MEDICO-LEGAL EXPERT IN UROLOGY**

**TERMS AND CONDITIONS FOR INSTRUCTING SOLICITORS**  
**EFFECTIVE FROM 1 August 2017**

1. Appointment as Expert: The appointment as expert is subject to written acceptance of these terms and conditions. No work will be undertaken unless written acceptance of terms is made.

2. Report Preparation Times:

**Standard Service**

- Reports will, unless otherwise agreed be submitted to instructing solicitors within 40 working days of either:
- receipt of clinical notes\*; or
- examination of patient, whichever is later.

**PREMIUM FAST TRACK Service**

- Reports will, unless otherwise agreed be submitted by password protected email as a word document to instructing solicitors within 10 working days of either:
- receipt of clinical notes\*; or
- examination of patient, whichever is later.

3. Fee Schedule:

- Preparation of Report
  - o Standard service £300 plus VAT per hour (or part thereof)
  - o PREMIUM FAST TRACK service £400 plus VAT per hour (or part thereof)
- Medico-legal Consultant/Examination (if deemed to be clinically necessary) £300 plus VAT
- Preparation of Follow up Report/  
Dealing with Questions, LOC, LOR, POC, Defence £300 plus VAT per hour (or part thereof)

- Legal Conference Fees £300 plus VAT per hour (or part thereof)
  - Court Appearance £2400 plus VAT per day
- To these fees will be added expenses at cost incurred wholly and exclusively on the case.

Court and conference fees are payable in full unless there has been a cancellation in writing by instructing solicitors not later than 7 days before the scheduled conference/court appearance.

4. Payment Terms:

- 30 days from date of invoice.
- If payment is not made within 90 days of date of invoice, a 15% surcharge (plus VAT) will be added to the invoice.
- If payment is not made within 180 days of date of invoice, a 30% surcharge (plus VAT) will be added to the invoice.
- Statutory interest will apply on all invoices unpaid after 90 days.

5. Acceptance of Terms:

We agree to the terms and conditions outlined in the schedule above.

Please provide Standard/PREMIUM FAST TRACK service (delete as appropriate)

.....  
Signed

.....  
Name

.....  
Date

.....  
Claimant's Name

\*This expert is registered for Data Protection and will confidentially destroy the records after 30 days unless otherwise instructed