



## HGO Consultancy Pricing Policy

1. HGO's standard daily rate is £375 per day (as of July 2015). This will be reviewed annually.
2. A standard day is 7.5 hours.
3. Where a sub-contractor is required, whose day rate is above HGOs then this higher rate will normally be passed on to a client. The client will be informed of this in advance before a commitment is made to the sub-contractor.
4. A lower day rate will be considered in the following circumstances :
  - The client is a voluntary organisation with a current annual turnover of less than £100,000
  - The client enters into a *Long-Term Relationship Agreement*
5. The number of days estimated or claimed will not include any allowance for travel time or time spent preparing the proposal.
6. The daily rate quoted is an inclusive rate in that travel and other expenses are not normally claimable. Where frequent or expensive travel is required then HGO may charge additional expenses including travel, accommodation and subsistence at cost. The need to do this will be agreed in advance of the contract with the client and a maximum claimable will also be agreed.
7. HGO is currently registered for VAT and 20% will be added to all invoices (NB The standard rate quoted does **not** include VAT). This will apply to all expenses and sub-contractors fees as well.
8. If a fixed price for the contract has been agreed then this is the amount that will be claimed unless the agreed specification of work has changed. Any such changes will be by negotiation and any additional charges will be agreed in advance. No timesheets will be produced.
9. If the contract is based on a daily or hourly rate rather than a fixed price then a ceiling will be agreed in advance, and if it is likely that this ceiling is going to be breached then agreement will be reached prior to the additional work being done. In this instance timesheets will be kept and can be supplied to the client if requested.
10. Where the contract is a fixed price contract of value greater than £1,000 then HGO will expect to claim a percentage of the contract sum in advance, and subsequent payments at relevant milestones to be agreed. Where the contract sum is less than £1,000 then a claim will be made once the work is completed, unless there is an unexpected or unreasonable delay in completing the work not of HGO's making. Contracts based on daily rate will lead to claims based on the agreed rate in arrears and at reasonable intervals.
11. Payment terms will be 28 days from the date of the invoice. HGO reserves the right to claim interest if these terms are not complied with.

