



**BUCHLER PHILLIPS**  
CORPORATE RECOVERY AND RESTRUCTURING

**CHARGE OUT RATES & DISBURSEMENT POLICY**

**PURSUANT TO STATEMENT OF INSOLVENCY PRACTICE 9**

**CHARGE-OUT RATES**

Work undertaken on cases is recorded in 6-minute units. Time properly incurred on cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done. Details of charge-out rates are below. All rates are subject to the rate of VAT at the date of invoicing.

	From 1 January 2024	
	Standard Matters Hourly rate (£)	Complex Matters Hourly rate (£)
Partner	675	850
Senior Manager / Consultant	550	725
Manager	525	625
Senior Analyst	425	495
Analyst	325	425
Support Staff	230	295

**DISBURSEMENTS**

In accordance with Statement of Insolvency Practice 9 (SIP9) disbursements are categorised as either Category 1 or Category 2.

**Category 1 Disbursements**

Category 1 disbursements will generally comprise external supplies of incidental services specifically identifiable to the case, such as case advertising, specific bond insurance and case management software system.

Buchler Phillips is not required to seek approval from creditors for Category 1 Disbursements. However, Buchler Phillips are required to disclose information about them in the same way as any other expenses.

**Category 2 Disbursements**

Category 2 disbursements include elements of shared or allocated costs incurred by Buchler Phillips and recharged to the estate; they are not attributed to the estate by a third-party invoice.

Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration. When seeking approval, an office holder should explain, for each category of expenses, the basis on which the charge is being made.

Examples of Category 2 disbursements are photocopying, all business mileage, internal room hire and internal storage.

Buchler Phillips current Category 2 disbursements:

	£
Business mileage (where Buchler Phillips staff utilise their own vehicle)	45p per mile
Stationery and Printing	As per supplier
Postage	As per current rates
Travel	As per cost
External Document Storage (excl collection/delivery/manpower/listing)	16p per box per week