

From: Swil, Jonathan
Sent: 07 April 2014 17:44
To: Renata Prywerek; **GRO**
Cc: Rodric Williams; **GRO**; Band, Christa
Subject: RE: Horizon report

Renata

Please see our input to the eSRF below and let me know if you have any queries.

Kind regards

Jonathan

From: Renata Prywerek [mailto:**GRO**]
Sent: 31 March 2014 09:49
To: Swil, Jonathan
Cc: Rodric Williams
Subject: Horizon report

Dear Jonathan

I hope you are well.

I was asked to prepare an eSRF for the work which you will be doing for us on Horizon report.

Could you please complete the eSRF below? Parts of the eSRF, highlighted yellow, should be left for POL to complete.

Please note that the eSRF should be embedded in the email, as it is now, and the "signature" means typing in the name and the date into the relevant box. The approvals will be evidenced by email chain.

Please let me know if you have any questions.

eSRF – POL Legal

1 Is this a new SRF or is a Change being sought? (If a change, set out brief details below):	New SRF
2 Matter Description (brief):	Advice in relation to the Initial Complaint Review and Mediation Scheme
3 Total Fees Quote (incl VAT and whether fixed or variable):	£149,000 (incl. VAT), variable
4 PO Number Indicate if this is Project or Legal BAU PO number (delete as appropriate).	Project/ Legal BAU PO number
5 Initial Work Description & Work Plan (any changes to be recorded in Box 6 below):	Work will be divided into two stages: 1 The preparation of a report in respect of claims made in the Scheme (already completed).

	2 Assistance (including by preparing papers and attending meetings/calls) to formulate options for dealing with Scheme.
6 Details of any proposed changes (if applicable):	
7 Detailed Fees Breakdown (including any anticipated disbursements and expenses) regarding Initial Work or Changes (as applicable):	- Stage 1 work already completed. Stage 2 work broken down on following assumptions: - preparing a short document on the Horizon report; - attending four or five substantial telephone calls and two or three face to face meetings with the Post Office; and - preparing a report setting out future options and their viability which is shorter and requires less preparatory work than the stage 1 report.
8 POL Legal Contact:	Rodric Williams
9 POL Business Contacts:	Belinda Crowe and David Oliver
10 Law Firm - Main Contact for this matter:	Jonathan Swil
11 Panel Firm Partner Contact:	Christa Band
12 Panel Firm Case Ref:	Christa Band/ Jonathan Swil
13 Instruction / Change Date:	28/2/14
14 POL Legal Ref:	
Signed by Law Firm Partner (& date):	Christa Band 7/4/14
Signed by POL Head of Legal (& date):	

Kind regards
Renata Prywerek | Paralegal

148 Old Street, London, EC1V 9HQ



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From: Rodric Williams
Sent: 28 March 2014 17:21
To: Renata Prywerek
Cc: Sophie Bialaszewski; David Olive [GRO]
Subject: FW: Billing

Hi Renata – can we please put together an eSRF for this work.

Thanks, Rod

From: David Olive [GRO]
Sent: 28 March 2014 17:11
To: Sophie Bialaszewski
Cc: Rodric Williams; Belinda Crowe; Caroline Culver
Subject: FW: Billing

Sophie,

Re my request for a purchase order for the Linklaters work can you raise £150,000 (excl VAT). This has a small margin on the estimate below as the scoping is very rough.

Thanks

David

From: Swil, Jonathan [GRO]
Sent: 28 March 2014 17:01
To: David Olive [GRO]
Cc: Band, Christa
Subject: RE: Billing

David

Our WIP up to yesterday was approximately £79,000 (excl. VAT). On the assumption that for the stage 2 work primarily we will (or have):

- prepared the short document on the Horizon report;
- attend four or five substantial telephone calls and two or three face to face meetings with the Post Office; and
- prepare a report setting out future options and their viability which is shorter and requires less preparatory work than our first report (including because it is to some extent based on work and thinking already done),

we estimate our fees for stage 2 will be approximately £45,000 (excl. VAT). As discussed, the work we will actually do for stage 2 is an iterative process, so naturally we hope you appreciate that this is no more than a preliminary “best guess” at this stage. We would have to revise the figure to the extent the assumptions above are no longer valid or the scope of work we do changes.

Kind regards

Jonathan

From: David Olive [mailto: [GRO]
Sent: 27 March 2014 12:07
To: Swil, Jonathan
Subject: RE: Billing

Jonathan,

Can you let me know the amount the invoice is going to be for and a rough estimate for the next bits of work (ie the piece we discussed on the phone and the options development) and I will sort out the Purchase Order number. We will need to do an ESRF with you next week too when our legal admin is back from leave.

Thanks

David

David Oliver
Programme Manager
Initial Complaint and Mediation Scheme

GRO
Mobile: GRO

From: Swil, Jonathan [mailto:GRO]
Sent: 27 March 2014 10:45
To: David Oliver
Subject: Billing

David

We have set up a new matter for the work Christa and I have been doing on the mediation scheme. Do you have a Post Office matter number for this to allow us to bill it? Apologies if you are not the right person to contact for this.

Many thanks

Jonathan Swil
Managing Associate (Solicitor, New South Wales)
Linklaters LLP, London

Tel: GRO
Fax: GRO

GRO
<http://www.linklaters.com>

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