

Standard Fees

General Business Practices 2021 (BGP_2021)

Most legal assignments for business clients are charged hourly. Total cost depends on the workload of the project. Below we present general rules applicable to your case/project unless anything else to the contrary is stipulated in your Letter of Engagement.

The Retainer:

In case of new clients we always require a retainer in order to start the works. The retainer shall be covered before the case/project is launched. The amount of the retainer is supposed to cover our fees for a specified number of hours and potential expenses. When the retainer is approaching to finish, we may ask you to replenish it.

Records:

Our Law Firm uses an electronic system which precisely records the time spend on case or particular project. The system also records expenses.

Expenses:

The fees do not cover the expenses, e.g.: stamp fees, court fees, translations fees, postal costs, transport, fares, tolls as well as accommodation costs. Minor costs are generally covered by our Law Firm from the retainer. Greater amounts may be the subject of the separate deposit. All the expenses are recorded and presented at final bill.



**DUDKOWIAK
KOEĆ & PUTYRA**

Hourly fees:

Our fees are:

- Partner Lawyer: 175 EUR
- Senior Counsels: 150 EUR
- Counsels: 125 EUR
- Associate: 90 EUR
- Junior Lawyers: 65 EUR

Above fees are exclusive VAT (23%) if applicable.

Your right:

Any time, you may request your billing manager to present up-to-date record of work and expenses. The record will show you what actions and when were preformed by particular lawyer and what part of the retainer has been used.

Bills and VAT Invoice:

Within 7 days from the moment the retainer is registered at our bank account our accountancy department will issue the VAT invoice.