

CONTRACT SCHEDULE 4: TRANSPARENCY REPORTS

1. GENERAL

- 1.1 Within three (3) Months from the Commencement Date or the date so specified by the Customer in the Order Form the Supplier shall provide to the Customer for Approval (the Customer's decision to approve or not shall not be unreasonably withheld or delayed) draft Transparency Reports consistent with the content and format requirements in Annex 1 and Annex 2 below.
- 1.2 If the Customer rejects any proposed Transparency Report, the Supplier shall submit a revised version of the relevant report for further Approval by the Customer within five (5) calendar days of receipt of any notice of rejection, taking account of any recommendations for revision and improvement to the report provided by the Customer. If the Parties fail to agree on a draft Transparency Report the Customer shall determine what should be included.
- 1.3 The Supplier shall provide accurate and up-to-date versions of each Transparency Report to the Customer at the frequency referred to in Annex 1 and Annex 2 of this Contract Schedule 4 below.
- 1.4 Any disagreement in connection with the preparation and/or approval of Transparency Reports, other than under paragraph 1.2 above in relation to the contents of a Transparency Report, shall be treated as a dispute.
- 1.5 The requirements in this Contract Schedule 4 are in addition to any other reporting requirements in this Legal Services Contract.

ANNEX 1: LIST OF TRANSPARENCY REPORTS

TITLE	CONTENT	FORMAT	FREQUENCY
Charges	Details of any payments made by the Customer to the Supplier under this Legal Services Contract	As set out at Annex 2: Format (Charges)	Monthly

ANNEX 2: FORMAT (CHARGES)

Customer Contract No:

Description:

Supplier: Burges Salmon LLP

Report Date:

£ UK Sterling

Transparency Report (Charges)

Serial	Payment Description	Payment Category (e.g. Labour, Reimbursable Expenses, Disbursements, milestone)	Invoice Number / Credit Note Number	Invoice Line / Credit Note Line	CP&F Purchase Order Number	CP&F Purchase Order Line	Period payment relates to (dd/mm/yyyy thru dd/mm/yyyy)	Date of Payment	Pricing Type (e.g. Fixed, changing rates, out of pocket expenses, reconciliation*)	Value (Ex VAT)	Value (Inc VAT)	Remarks
1												
2												
3												
4												
x												
x												
x												
x												
Total of Payments to Date										£0.00	£0.00	

*any reconciliation shall be recorded as a negative value i.e. -£10,000.00