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By Email [REDACTED]

Our Ref: [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

18 May 2023

Dear [REDACTED]

Letter of Engagement

I write further to our recent telephone and email conversations with your colleague, [REDACTED], in relation to your request for information with respect to the vCJD Compensation Scheme.

I am a partner specialising in Clinical Negligence and will be the partner in charge of our work for you. [REDACTED] is the [REDACTED]. I will be assisted by [REDACTED] and more junior members of the team if necessary. I should be glad if you would correspond with me direct and quote this firm's reference on your letter. If you telephone me and I am unavailable please leave a message with my secretary, [REDACTED], or on my voicemail.

I attach a document entitled "Information about our services" which I would ask you to read very carefully. If you have any queries about its contents please let me know.

Scope of our work

The scope of our work will comprise providing you with the information requested by [REDACTED] in her emails of 10 and 13 March 2023, and the associated spreadsheet

I estimate that this work will take up to 62 hours to complete on the basis that [REDACTED] will undertake 42 hours of work, a junior assistant might take 20 hours of work and I will undertake 5 hours of supervision. This will include the time spent to date answering your questions and discussing the scope of what you need. The estimate may increase if you require any material additional input from us in terms of meetings, queries or discussions in relation to the data. Our hourly rates are set out below.

If the work takes less time than anticipated, we will of course only charge for the time spent. Conversely, I will contact you as soon as possible if I consider this estimate is likely to be insufficient.

I note your requirement to have the information back within 1-2 weeks and we will endeavour complete the task by 4pm on Friday 24 March 2023, at the latest.

Costs

You have indicated that you would like to retain us on a private basis. Our rates are calculated for each hour engaged on your matter. Routine letters and telephone calls will be charged as units of one tenth of an hour. Other letters and telephone calls will be charged on a time basis. The hourly rates that we have agreed are:

[illegible]

Based on the scope of the work set out above, the estimated cost of completing this work is as follows:

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As I say, I will contact you as soon as possible if I consider this is likely to change

If you have any queries in relation to the above please do not hesitate to contact me. I look forward to hearing from you.

Yours sincerely

Redacted in
 accordance to Sec 40
 of the FOIA
 Redacted in
 accordance to Sec 40

Yours sincerely

Encs:

Information about our services

I accept the terms that are set out in this letter

Redacted in accordance to Sec 40 of the
FOIA
Redacted in accordance to Sec 40 of the
FOIA
Redacted in accordance to Sec 40 of the
FOIA
Redacted in accordance to Sec 40 of the
FOIA

Signed

[Redacted Signature]