

Terms of fees and other charges raised by Webb, Low and Barry

This explains and confirms the terms which will govern our handling of your matter. Lawyers are professionally and legally obliged to charge fees for legal work which are fair and reasonable in all the circumstances. Our charge-out rates are governed by a General Tariff for fees which is issued by the Law Society of Zimbabwe.

The Tariff is also available for your inspection in our reception should you wish to read it. The Tariff sets out a variety of criteria which govern the fees and disbursements charged by all lawyers. Included in these criteria are the complexity of the work, and the experience of the lawyer handling the matter. Lawyers themselves have a discretion to charge fees within certain parameters set by the Law Society. Another critical component is time spent on a matter – time is in fact a lawyer's stock in trade. The longer a case or matter takes, the higher the fee is likely to be.

Not all fees, however, are time based, especially those which relate to the drafting of contracts, estates and property transactions in general. The Law Society Tariff, the Tariff for Conveyancing and the Estate Administrator tariff set out the specific rates which are to be charged for these types of legal work.

The Law Society Tariff allows lawyers in various experience categories to charge a premium of up to 125% of the above mentioned standard rate where special criteria are present, defined by the Law Society, which include the complexity of the matter.

You will be charged out time based work at a rate per hour in terms of the Tariff which will be advised to you, or portion of an hour, which are broken down into units of 6 minutes each. In addition where aspects of the work meet the special criteria set out by the Law Society, that portion of the fee may be subject to a premium. For non-time based work we will advise you of our specific charge separately.

In addition you will be charged VAT at the rate of 14.5% of the fee, together with any disbursements incurred on your behalf. Stationery, postages and petties, where incurred, will be charged out at a rate of not more than 2% of the fee.

We will endeavour to let you have regular fee statements as and when work is done and when appropriate. Please note that such fee notes are due on presentation. We also reserve the right to terminate further work being done if fees are in arrears. Because of the current inflation in Zimbabwe we also reserve the right to review our charges if an account remains unpaid.

If you need clarification of any aspect of this document please let us know. If you are dissatisfied with any service rendered by us please in the first instance advise the lawyer handling your case of your complaint or concern in writing. If you remain dissatisfied please address a letter of complaint to the Senior Partner, copying the lawyer handling your matter.

We will do our utmost to provide the best possible legal advice and service to you, at the most efficient cost possible.