

# A J Souter Medical Services Ltd.

Correspondence address:  
Longwood House  
The Bath Clinic  
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BATH BA2 7BR

Also consulting at:  
CircleBath  
Foxcote Avenue  
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BATH BA2 8SQ

Dr A J Souter MB ChB FRCA FFPMRCA  
Consultant in Anaesthesia and Pain Medicine

Mrs Delia Foster (Administrator)  
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## letter typed:

Instructing Solicitor  
Address

Dear Sirs

Re:

Thank you for your request for a medico-legal report on above client.

I am happy to accept your instructions upon the following terms:

1. Subject to the availability of your client, I will examine your client within six weeks of the date of this letter.
2. Subject to timely provision of information I will provide an expert report within six weeks of the examination of your client.
3. I will send you a copy of my appointment letter to your client.
4. I require you to provide me with your client's medical records at your expense **prior to the appointment** (if not enclosed with your instructions).
5. I require your clients records to be provided in electronic format. If they are provided in hard copy, an extra charge of 15% will apply for conversion by my secretary to electronic format.
6. My fees are based upon an hourly rate of £250 to include examination, perusal of medical records and preparation of my report. An estimate of the fee to be charged will be provided on request.
7. Usually pain management instructions relate to complex cases. Typically four to eight hours of my professional time is required to examine a claimant, review all documents and prepare the final document.

8. If your client cancels the appointment giving less than 48-hours notice, or fails to attend, I will charge you a cancellation fee of £100.
9. If I am asked to appear as an expert witness in a court case, my fee will be £1,200 per half day, plus any expenses that I incur for travelling, overnight accommodation etc.
10. If, having required my attendance at a hearing, such attendance is cancelled on less than four weeks notice, 50 per cent of my fees for the whole of the allotted time will be payable. If I receive less than 14 days notice 75 per cent of my fees for the whole of the allotted time will be payable, and if I receive less than seven days notice the whole of my fee for the allotted time will be payable.
11. My fee for attending a case conference will be £250 per hour from the time that I leave my rooms, until the time that I return.
12. My fees are not subject to assessment and are not dependent upon the successful outcome of the case.
13. All fee notes are payable within 28 days.

Unless I hear from you to the contrary within seven days you will be deemed to accept the above terms and conditions

Yours faithfully

Dr Andrew J Souter MC ChB FRCA FFPMRCA  
Consultant in Anaesthesia & Chronic Pain Management