

## SCHEDULE 1 - ADDITIONAL CHARGES AND SUPPLEMENTARY FEES SCHEDULE

### Additional Charges (Accrued as Consumed)

RESOURCE GROUP	CHARGE (ex VAT)	HOURLY / ONE-OFF
PROJECT MANAGER	£158.00	Ad-hoc - Hourly
BUSINESS ANALYST	£158.00	Ad-hoc - Hourly
WEB DEVELOPMENT	£158.00	Ad-hoc - Hourly
GENERAL DEVELOPMENT	£179.00	Ad-hoc - Hourly
QUALITY ASSURANCE ANALYST	£158.00	Ad-hoc - Hourly
TECHNICAL SERVICES	£200.00	Ad-hoc - Hourly
CONSULTANCY	£179.00	Ad-hoc - Hourly
GENERAL TRAINING (ON-SITE)	£142.00	Ad-hoc - Hourly
GENERAL TRAINING (OFFICE)	£126.00	Ad-hoc - Hourly

Additional hours are billed in advance based on an estimate for a given work package. Every effort is made to ensure accuracy of estimates but overruns will be billed under notice by time & materials.

Charges are subject to change without notice.

### Fees

DESCRIPTION	CHARGE (ex VAT)	FREQUENCY	PAYMENT TERMS
Late Payment Fee	£120.00	Per Contract Terms	3 Days
Administration Fee	£425.00	Per Contract Terms	3 Days
Default Fee	£850.00	Per System	3 Days

Fees are subject to change without notice.

### Expenses

Travelling & Subsistence expenses will be charged for all onsite project management, development and training. Mileage will be charged at 45p per mile (as at 1 January 2016) and all other travel related expenses. You shall reimburse Us for airfare, meals, ground transportation, and other reasonable travel and living expenses, or related out of pocket expenses incurred by Us. We will use reasonable efforts to adhere to Your Travel Policies to the extent possible and where such policies are provided in advance of such travel requirements.

**All the above charges are exclusive of VAT.**

