

# THE INVESTIGATIVE ACCOUNTING GROUP, LLC

Forensic Accounting • Fraud Investigation • Litigation Support

## Fee Schedule and Billing Policies

Effective February 1, 2010

### Fee Schedule

Professional services - Laurie Dyke	\$ 295.00/hr
Forensic accounting and consulting – other staff	\$ 125.00 - \$255.00/hr
Bookkeeping	\$ 100.00/hr
Administrative	\$ 85.00/hr
Data entry	\$ 55.00/hr
Drive to and from meetings in excess of 30 minutes each direction	hourly rate
Mediation, deposition, trial testimony	5 hour minimum/hourly rate
Mediation, deposition, trial testimony cancelled less than 24 hours in advance	\$900.00/each occurrence
Out of pocket expenses	Actual cost
Mileage	IRS Standard Rates

Fees are guaranteed for six months from the date the engagement letter is signed. After six months, fees may be adjusted to correspond to our fee schedule then in effect and will be subject to change on a go-forward basis as new fee schedules are issued (generally once per year).

### Billing Policies

Both Laurie and other staff will attend client meetings together when, in our judgment, our dual attendance enhances our ability to provide excellent client service. It is our policy to only bill for Laurie's time in these instances.

We have the right to bill for all time we spend associated with each case including telephone time, organization of documents, financial analysis, and all other services rendered on the client's behalf; however, it is our policy not to charge for occasional short telephone calls, emails, etc. which do not consume more than a few minutes of time. We want our clients to feel comfortable calling us any time they have a question and not worry about "being on the meter." Our time is billed in 15 minute increments.

We are happy to provide a fee estimate at the beginning of each project; however, any estimate provided is subject to change and fees will be billed based on actual time incurred. Our standard retainer is \$5,000 but the retainer amount will vary from \$500 to \$10,000 or more, based on the complexity of the case.