

### Pricing Schedule

PU 8012/008 Provision panel of Legal Services for a Period of Twenty-Four (24) Months	
LEGAL ADVISORY/ATTORNEY LEVELS	
Item	Services
<b>1</b>	<b>TAKING INSTRUCTIONS</b>
1.1	Taking instructions to sue or defend a counter claim
1.2	Perusal of any necessary documents
<b>2</b>	<b>LEGAL OPINIONS</b>
2.1	Preparation and drafting of legal opinions
<b>3</b>	<b>NOTICES</b>
3.1	Drawing of Notice of Intention to Defend action and other formal notices
3.2	Drawing filling sheets
3.3	Preparation of discovery notice
3.4	Preparation of discovery affidavit
3.5	Service and filing of the notice
3.6	Service and filing of the affidavit
<b>4.</b>	<b>PLAINTIFF/DEFENDANT'S PLEADINGS</b>
4.1	Perusal of relevant papers
4.2	Drawing pleading or counter claims
4.3	Taking instructions to brief counsel and drawing brief
4.4	Sorting and arranging papers, delivery to counsel and uplifting brief
<b>5.</b>	<b>CONSULTANTS, PRE-TRIAL, INSPECTION IN LOCO</b>
5.1	Consultation and/or attendance at pre-trial and/or inspection in loco
5.2	Preparation of documents
5.3	Drawing of statements
<b>6.</b>	<b>PREPARATION FOR TRIAL</b>
6.1	Preparation of trial including perusal of necessary documents where attorney is attending to trial

6.2	Taking instructions and briefing counsel on advice regarding the trial
6.3	Sorting, arranging and paginating papers
6.4	Drafting Subpoena
<b>7.</b>	<b>INTERLOCUTORY APPLICATIONS</b>
7.1	Instructions to make applications oppose same
7.2	Preparation of documents
7.3	Attorney's attendance at the hearing of unopposed application
7.4	Attorney's attendance at the hearing of opposed application
7.5	Taking instruction to brief counsel and draw brief
7.6	Attorney attendance at the hearing where counsel is employed
<b>8.</b>	<b>CORRESPONDANCE</b>
8.1	Drafting letters (excluding legal opinions)
8.2	Drafting & sending emails
<b>9</b>	<b>TELEPHONE CALLS</b>
9.1	Telephone call made (Rate per minute)
9.1	Telephone call received (Rate per minute)
<b>10.</b>	<b>LABOUR LAW PRACTITIONERS</b>
10.1	Pre-consulting meetings
10.2	Provide advice in this changing environment on labour and employment law matters
10.3	Draft advice on employment contracts, disciplinary codes grievance procedures and collective agreements
10.4	Represent the employer at arbitrations,
10.5	Represent the employer at mediations,
10.6	Represent the employer at Labour Courts
10.7	Represent the employer at other administrative hearings
10.8	Advice in handling grievance and disciplinary and arbitration hearings
10.9	Workplace training in Labour Relations
10.10	Workplace discipline and counselling advisory
10.11	Provide advice on all aspects of employment legislation, such as the LRA, EE Act, BCEA, etc
10.12	Provide written legal opinions and to be available telephonically to give advice when needed
10.13	General employment advice i.e. provide during collective bargaining negotiations where applicable, preside over disciplinary and grievance hearings and also act as initiators/prosecutors at hearings and dealing with dismissals for misconduct, incapacity and operational requirements matters under section 189
<b>11.</b>	<b>POLICY DEVELOPMENT</b>

	Drafting Policy documents and related supporting documents:
	Review and advise on compliance and risk matters.
12	<b>OTHER</b>
	Research of the legal principles regarding posts and case law applicable etc
	Travel (Rate per kilometer)
	Copies (Rate per page)
13	<b>COURTS</b>
	Representation at any of the following courts:
13.1	The Constitutional Court
13.2	Supreme Court of Appeal
13.3	High courts
13.4	Circuit courts
13.5	Labour courts
13.6	Land claims court
13.7	Magistrate's courts
13.8	Equality courts
13.9	Small claims courts
13.10	Child justice courts
13.11	Community courts
13.12	Sexual offences courts
13.13	Children's courts
13.14	Courts for chiefs and headmen
	<b>TOTAL HOURLY TARRIFS FOR ALL LEVELS (1 - 4) (INCL. DISBURSEMENTS AND VAT)</b>