

**Client Care Information and Terms of Engagement**

**Residential Property Department Annex**

**Personnel**

The personnel in the department and their hourly charging rates are:

<a href="#">Sylvia A Gillham</a>	Partner and Head of the Department	£255.00
<a href="#">Emma Cottell</a>	Partner (Tewkesbury)	£250.00
<a href="#">John Stagg</a>	Partner (Cheltenham)	£265.00
<a href="#">Amanda Middleton</a>	Associate & Chartered Legal Executive (Stratford-upon-Avon)	£220.00
<a href="#">Chantal Butters</a>	Associate Solicitor (Cheltenham)	£220.00
<a href="#">Emily Wort</a>	Solicitor (Pershore)	£185.00
Claire Burrow	Solicitor (Tewkesbury)	£220.00
Jasvir Sandhu	Solicitor (Stratford-upon-Avon)	£220.00
<a href="#">Jack Morgan-Ebdon</a>	Legal Executive (Pershore)	£190.00
<a href="#">James Leyland</a>	Senior Solicitor (Pershore)	£230.00
Rachael Bale	Conveyancer (Pershore)	£185.00
<a href="#">Rebecca Tiffin</a>	Associate Solicitor (Pershore)	£230.00
Clive Haines	Conveyancing Assistant (Pershore)	£100.00
<a href="#">Stephanie Burrill</a>	Conveyancing Assistant (Tewkesbury)	£100.00
Abbie Assheton	Secretary (Pershore)	£100.00
Alison Branchett	Secretary (Pershore)	£100.00
Cathy Bartlett	Secretary/Paralegal (Pershore)	£100.00
Claire Billington	Secretary (Pershore)	£100.00
Clare Takle	Secretary (Pershore)	£100.00
Gemma Whitlock	Secretary (Pershore)	£100.00
Ginny Reade	Secretary (Stratford-upon-Avon)	£100.00
Jan Southcott	Secretary (Pershore)	£100.00
Joanne Smith	Secretary (Tewkesbury)	£100.00
<a href="#">Lily Willcocks</a>	Paralegal (Tewkesbury)	£150.00
Marila Sieracki	Assistant (Cheltenham)	£100.00
Nikki Francis	Administration Assistant (Tewkesbury)	£100.00

Secretarial time is only charged if it involves work that a lawyer might otherwise carry out and not for "secretarial duties", for example, for typing or arranging appointments.