



Legal support, document and outdoor clerk services

Putting your clients first.

Gio legal Services specialises in providing support services to the legal community. Our history is based upon being lawyers ourselves. As a result, we understand your needs and are committed to providing an unrivalled service.

All our representatives have experience in the relevant field of law in which they are engaged and you can be assured of their abilities and conscientiousness in carrying out your instructions

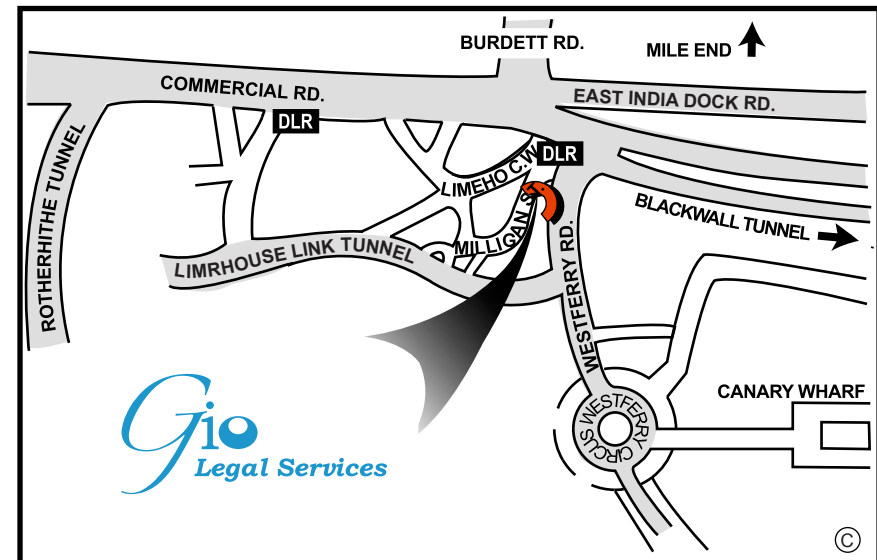
We can arrange a reduction to our fees, based on an initial assessment of the regularity of instructions.



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Providing support services to the legal community

Services & Fees

People Services

Attending on counsel at courts, Tribunals, Conferences and prisons

	Legal Aid client	Private client
Half day in London	£47.00	£105.75
Full day in London	£82.25	£176.25
Half day outside London	£52.88	£117.50
Full day outside London	£94.00	£223.25

In-house Paralegal support

£17.63 per hour

County court Advocacy

£293.75 per attendance

Taking statements

£17.63 p/h Travel and waiting
 £29.38 p/h Preparation and Attendance

Process Serving

£88.13 Exclusive of Oath fee

Investigating

Price on application. Please call for quote.

Means Report

Price on application. Please call for quote.

Document Services

Home office PEO Same-day Service applications

£117.50	Rep's service - for your company's very first application
£58.75	Rep's service - for every subsequent application
£58.75	Same-day service attendance with your client.
£76.38	Same-day service biometric attendance with your client.
£117.50 + normal fee	Urgent appointment for same-day service

Legalisation and attendance at Embassies, Consulates and British and Foreign Commonwealth office

£70.50 per attendance

Issuing and filing documents at Court

£47.00 per case

Gio Legal Courier (for all our services)

	Document Collection		Document Return
	Same-day	Non same-day	(Next day)
Zone A	£9.40	£5.88	£5.88
Zone B	£11.75	£9.40	£9.40
Zone C	£17.63	£14.10	£14.10
Zone D	£29.38	£17.63	£17.63
Zone E	N/A	£21.74	£21.74
Zone F	N/A	£29.38	£29.38
Nationwide	N/A	Call for quote	Call for quote

(if you like to use our courier service separately, the rates will change - call for a quote)

All Prices exclusive of TAX

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Service Descriptions

Fast-track applications at Home Office PEO (Croydon):

All premium service/fast-track applications must be presented in person at an allocated slot by the client or the representative. We understand that time is an issue for both lawyers and their clients so therefore one of Gio's services is to attend the PEO behalf of immigration firms to lodge these applications.

The minimal difference between postal applications and premium applications is on average an additional £200.00. Compared to the speed of decisions and the service level procured to your clients, this premium service is far superior and provides peace of mind and some level (98%) of certainty for your clients. We are happy to work with you to ensure you get the slots and can submit the applications through us.

Our service includes:

- Fast booking, provided free of charge
- Arrange to collect and return documents to/from you
- Attend the Public Enquiry Offices on your behalf
- Await the decision from the HO and report back to you

Legalising/Attendance Documents at London Embassies and Consulates:

Legalisation is the official confirmation that a signature, seal or stamp appearing on a document is genuine.

Subject to the particular embassies, we can have your documents back in as little as 24 hours. We are also able to arrange for documents to be notarised, by our commissioner of oaths.

We can arrange for documents to be collected and returned, as per the fee's list above, or you can arrange your own delivery to and from our office.

Immigration Interviews at the BIA, Ports and Offices

Our outdoor clerks are available to attend to your clients and their matters at all UK venues including the BIA in Croydon, Ports of entry and Detention Centres. Sample instructions to date is to sit in on Immigration interviews or take instructions and statements from clients about their case, following your instructions

Booking fee £2.50

The booking fee of £2.50 is charged on all instructions made 48 hrs before the attendance. Where the booking is made within 48 working hours of the attendance date, the fee will be £10.00. This does not apply where notice is given, nor does it apply to any document services.

Documents collection/return

The fee charged for collection or return of documents is based upon the nearest tube station to your firm within London. Collection or return of documents to Zones 1, 2 & DLR are charged at £5.88 per application while all other zones in London are charged at £17.63. Collection or return of documents outside London are charged at £58.75. If you would like to use our service but would prefer to make your own arrangements for collection/return, you are free to do so.

Disbursements

All fees, except PEO applications and Legalisation, are exclusive of travel expenses and/or any other disbursements made on behalf of the client (London cases will be charged at the rate of an all-zone travel card or LT card, subject to relevant time of attendance). All other disbursements will be subject to prior confirmation, save those expenses that are standard disbursements, such as travel card and telephone calls that shall be charged at the rate of 25 pence per minute. Where we incur a fee on your behalf or receive funds by transfer or payment, we shall charge a nominal fee of £5.88 per transaction.

Terms and Conditions

The **terms and conditions**, to which these services apply, can be found at <http://www.giolegal.co.uk/terms.htm>. By instruction Gio Legal Services, to act on your behalf, you will be accepting these terms and condition of business.



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