

**Property
Litigation
Commercial
Private Client**

This leaflet focuses on

Start Ups

Client Service Policy



Our Commitment to Excellent Client Service

▶ **Provide the Best Advice**

We will always provide accurate and honest advice

▶ **Transparent**

Clear and visible fee structures

▶ **Listen and Communicate**

We listen to you, and keep you up to date

▶ **Friendly and Informative**

We ensure our advice is clear and any jargon fully explained

▶ **Uphold Our Commitments**

We contact you when we say we will

▶ **Be Accessible**

Contact us quickly and easily

▶ **Feedback**

We always appreciate any honest feedback to improve your experience

About Us

Founded in 1982, we are a specialist firm who aim to work closely with our clients. We pride ourselves on being approachable and straightforward when providing experienced advice on all of our projects. We are transparent about your cases from the first quote through to difficult decisions on settlement. We work with you on your projects, not against you.

Our services are varied, covering core and specialised advice to businesses and individuals. We pride ourselves on truly partnering with our clients, providing a personal, straightforward and transparent service to ensure all our clients receive bespoke legal advice and practical solutions.

Litigation | Property | Commercial | Private Client

London | Spain | Gibraltar | Malta

Commercial Team



Matthew Strain | Senior Partner

Solicitor, Barrister
Landlord & Tenant | Litigation |
Commercial

mstrain@strainkeville.co.uk

020 7323 5000



Andrew J Strain | Head of Property

Property | Landlord and Tenant
Private Client | Commercial

andrewstrain@strainkeville.co.uk

020 7323 5000



Alex Guest | International Desk

Solicitor, Abogado (Spanish Lawyer)
Litigation | International Disputes |
Commercial

andrewstrain@strainkeville.co.uk

020 7323 5000



Tim Cheshire | Company Consultant

Company | LLP | Commercial

tcheshire@strainkeville.co.uk

020 7323 5000

[Our full team can be found here](#)

Useful Links

- [Strain Keville Company](#)
- [Strain Keville Commercial](#)
- [Companies House](#)

We have considerable contacts across a number of areas of expertise, from accountants to property valuers to experts in a number of areas.

Please ask if you need any recommendations, otherwise please search online. The following links might help, but please ensure you check any recommendation is suitable for what you need and that you are happy with engaging them:

- [Institute of Chartered Accountants](#)
Accountants
- [RICS](#)
Surveyors

T&Cs and Request for ID

We need to ask all of our clients for both ID and to sign up to our T&Cs before we carry out any work.

As part of our aim to be as transparent as possible, we are upfront and clear about the terms on which we engage you as well as our quoted and potential fees. Our T&Cs explain that for you.

We have to ask for ID from our clients to ensure we take steps to protect against fraud or other unwanted activity.

- We make our T&Cs available to everyone when they are looking to become a client.
- This is [our ID form](#).
- Our fee structure is set out, in overview, in the next few pages.

Company / Business Start Up Prices

Start Up Pack

(further details as below)

Corporation (Ltd / LLP) formation	250.00
Non-disclosure agreement	0.00
Terms and Conditions	950.00
Employment Contract (non-senior)	500.00
Staff Handbook	750.00
	2,450.00
Start Up Discount	20%
Total	1,960.00

- All figures are for defined levels of work, set out in quotes provided on enquiry
- Work required or instructed outside of the quoted level of work will be charged at our prevailing hourly rate
- All of our property transactional fees are subject to a minimum charge of 950.00
- All figures exclude VAT and disbursements, searches, SDLT, court and companies house fees and any other charges
- Bespoke work or other documentation / advice is available; please just ask

Corporate Set Up

<p>Company / LLP Formation</p> <ul style="list-style-type: none"> • Name availability check (free in advance) • Model A Articles • Registration of officers • Advice on Director Duties • Distribution of issued shares • Issuing of Share Certificates 	250.00
<p>Business Documentation</p>	
<p>Non-disclosure agreement</p> <ul style="list-style-type: none"> • Standard terms • Either to your advantage or mutual 	free on request
<p>Terms and Conditions</p> <ul style="list-style-type: none"> • Provision of services / Sale terms • Standard terms • Reusable • Email disclaimer, standard terms 	950.00
<p>GDPR</p> <ul style="list-style-type: none"> • Taking instructions • External Privacy Notice • Internal Employee Privacy Notice 	1,450.00
<p>Employment Documents</p>	
<p>Employment Contract</p> <ul style="list-style-type: none"> • Standard terms • Non-senior 	500.00
<p>Senior Employment Contract</p> <ul style="list-style-type: none"> • Standard terms • Enhanced terms <ul style="list-style-type: none"> ○ Post Termination Restrictions ○ Confidentiality ○ IP protection 	950.00
<p>Repeat contracts, or with minor amends</p>	250.00
<p>Employment handbook documents (standard terms, to be amended and updated)</p> <ul style="list-style-type: none"> • Staff Handbook • Extra Policies (as available) 	(staff handbook) 750.00 (Extra Policies) 150.00

Intellectual Property

Registration

- Internationally
- Just the name
- Any patentable products etc?
- Who will you aim this at?
- Has it gone public already?

quotation on request
(from our affiliates)

Disputes and Litigation

Our process for litigation matters concentrates on budgeting and reasonable expenditure from the outset. Costs can rise quickly during arguments, and we work closely with the client to budget.

Our process for advising on litigation starts with an initial review and works through to the provision of advice and, if instructed and we advise it, next steps.

Our Process

Taking Initial Instructions

-

Provision of relevant correspondence and documentation

-

Review of both instructions and information provided

-

Initial advice and explanation for you

Pricing depends on the complexity of the work and information provided, as well as the volume of information provided.

We do our best to make a clear plan at the initial stages of a case so you obtain clear and easy to follow advice as early as possible. Making informed decisions are the key to a successful case, and we do our best to ensure you obtain that information as early as we can.

We can provide some examples of costings, but all of these will be dependant on the above variables:

Advice on the general effect of a specific clause in a lease or agreement	350.00
One hour conference with an expert to review background and questions	295.00
Initial advice, including: <ul style="list-style-type: none">• document review• advice on your legal position• guidance on next steps• draft first letter (estimated and depending on information provided)	950.00