

The Insolvency Act 1986

**Administrator's progress report**

Name of Company

Rudgard Limited

Company number

02014302

In the  
High Court of Justice

(full name of court)

Court case number  
3093 of 2016(a) Insert full  
name(s) and  
address(es) of  
administrator(s)

I/~~We~~ (a)  
Lynn Gibson of  
L A Business Recovery Limited  
3 Beasley's Yard  
126a High Street  
Uxbridge  
Middlesex  
UB8 1JT

administrator of the above company attach a progress report for the period

From

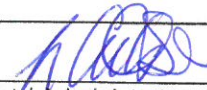
To

(b) Insert date

(b) 6 June 2016

(b) 5 December 2016

Signed

  
Joint Administrator

Dated

25/1/17

The Insolvency Act 1986

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**Contact Details:**

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form.

The contact information that you give will be visible to searchers of the public record

L A Business Recovery Limited  
3 Beasley's Yard  
126a High Street  
Uxbridge  
Middlesex  
UB8 1JT

DX Number

01895 819460  
DX Exchange

Companies House receipt date barcode

When you have completed and signed this form, please send it to the Registrar of Companies at:-  
**Companies House, Crown Way, Cardiff CF14 3UZ DX 33050 Cardiff**

# **Administrator's Progress Report**

**Rudgard Limited  
- In Administration ("the Company")**

**23 January 2017**

## **RUDGARD LIMITED - IN ADMINISTRATION**

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## THE ADMINISTRATOR'S PROGRESS REPORT

### 1 Introduction

- 1.1 Peter Maurice Levy (deceased) was appointed as Administrator of the Company on 6 June 2016. The appointment was made by the company pursuant to paragraph 22 of Schedule B1 of the Insolvency Act 1986. Mr Levy died on 10 November 2016 and a replacement officeholder was put in office on 12 December 2016 by resolution of the company's members. Lynn Gibson was appointed Administrator (IP No. 6708) pursuant to paragraphs 90 and 94 of Schedule B1 of the Insolvency Act 1986 on 12 December 2016.
- 1.2 This Administration is being handled by LA Business Recovery Ltd at 3 Beasley's Yard, 126a High Street, Uxbridge, Middlesex, UB8 1JT. The Administration is registered in the High Court of Justice, reference number 3093 of 2016.
- 1.3 The trading address of the Company was 7 Ascot Close, Elstree, Hertfordshire, WD6 3JH. The business traded under the name Rudgard Ltd.
- 1.4 The registered office of the Company is 3 Beasley's Yard, 126a High Street, Uxbridge, Middlesex, UB8 1JT and its registered number 02014302.
- 1.5 The Administrator is required to provide a progress report covering the period of six months commencing from the date the Company entered Administration and every subsequent six months. This progress report covers the period 6 June 2016 to 5 December 2016 ("the Period"). The information contained in this report has been provided by the staff at LA Business Recovery Limited. Ms Gibson's contact details are: [lynn@labusinessrecovery.com](mailto:lynn@labusinessrecovery.com); 01895 819460 or 01932 334892. The case manager is Mr Virgil Levy whose contact details are [virgil@labusinessrecovery.com](mailto:virgil@labusinessrecovery.com); 01895 819 460 or 0208 579 9057.

### 2 Progress of the Administration

- 2.1 You may recall that the statutory objective being pursued in the Administration was achieving a better result for the company's creditors as a whole than would be likely if the company were wound up without first being in Administration. In addition to the pursuance of this statutory objective, the Administrator has duties imposed by insolvency and other legislation, some of which may not provide any financial benefit to creditors.
- 2.2 This section of the report provides creditors with an update on the progress made in the Period, both in terms of the achievement of the statutory objective, but also work which is required of the Administrator under other related legislation.
- 2.3 At Appendix A is Peter Levy as Administrator's Receipts and Payments Account covering the period of this report.
- 2.4 Attached at Appendix B is a time analysis outlining the time spent by the Administrator and his staff during the Period.
- 2.5 Further information about the basis of remuneration agreed in this case and the Administrator's fees estimate can be found in section 4 of this report, together with any relevant information about revisions to Mr Levy's initial estimate, where applicable.

The work carried out to date centred around the Company's two contracts at Admoor Bungalow and Blythe Road.

## RUDGARD LIMITED - IN ADMINISTRATION

### 165 Blythe Road

As stated in the Administrator's approved proposals, this was a £900k house extension and refurbishment in Hammersmith, which was built to a very high standard.

There appears to be a claim of approximately £4,000 in relation to this property, which was outside of the contract for works. I am to pursue this once in receipt of the papers in support of the claim from my agent, Mr David Watkins, who is the acting Architect under this contract.

Time has been spent in ascertaining the position and initially commencing adjudication proceedings via Mr Watkins and having received advice from Laytons LLP Solicitors concerning the strength of the claim against the employers.

As previously advised in the Administrator's proposals there had been a combination of additions, alleged disputes, delays and technical problems that seemingly prevented the Company from being paid. Whilst it may be the directors' opinion that these events attributed to the insolvency of this Company, the Administrator has since been working towards recovering what was to have been payment for a final account for the completed works. That sum is estimated to be between £120,000-£135,000.

Correspondence remains on-going between Mr Watkins and the Employer. I will update creditors on the outcome or progress within the next progress report.

### Admoor Bungalow

Having explored the options in relation to this particular contract with Mr Watkins and Mr Rudgard, they advised that the Administrator should not take steps to recovery monies due because the associated costs would not prove beneficial to the creditors. Thus no further action has been taken in relation to this project in the period after August 2016.

Overall the principal amount of time spent in this matter was recorded under Realisation of Assets. This time relates to getting in and disposing of the motor vehicle, for which we utilised the services of Rabbow & CO LLP as the Administrator's agent. Time was spent in writing to the Company's bankers, who delayed in transferring the funds to the Administrator and closing the bank account. Further, time was recorded for actions taken to further recoveries under the two contracts.

A notable amount of time has been spent on considering and reviewing the actions to be taken by Mr Watkins in respect of the Blythe Road project, instructions to Laytons LLP and also seeking appropriate funding from LA Business Recovery Ltd and potentially Mr Rudgard to pursue recovery.

### **Administration (including statutory compliance & reporting)**

- 2.6 As noted above, the Administrator must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work that Mr Levy anticipated would need to be done in this area was outlined in his initial fees estimate/information.
- 2.7 Where the costs of statutory compliance work or reporting to creditors exceeds the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Administrator.
- 2.8 There have been instances where the Administrator has spent additional time covering general administration, case planning and strategy and case specific matters i.e. covering the adjudication process in relation to the Blythe Road final account. Creditors agreed to remunerate the Administrator and LA Business Recovery Ltd at their hourly rates and time



recorded under these headings. An estimate was provided for work hereunder in the region of £15,000. With reference to the Time Costs Analysis enclosed herein at Appendix B. Total time costs of £4,505 have been incurred under Admin & Planning, Case Specific Matters, Creditors and Investigations. I will consider whether any revision to the original estimate ought to be made and will advise creditors in my next progress report.

- 2.9 The above work will not necessarily bring any financial benefit to creditors, but is required on every case by statute.

**Realisation of Assets**

- 2.10 Currently, the motor vehicle and cash at bank have been realised. The Administrator instructed Rabbow & CO LLP, an insolvency agent and valuation agent, to manage the sale of the only non-commercial vehicle. A sale was proving difficult in the period after appointment and therefore the agent cleared the sum due to the finance company and continued to market the vehicle on Autotrader.co.uk.

Once a buyer was found and a sale was completed, the agent defrayed his fee and the debt due under rights of subrogation to the agent. I refer to the Receipts and Payments Account. The agent sold the vehicle for £15,000, deducted the sum due in relation to the cleared finance of £10,628.22 and drew the agreed fee of £1850 plus VAT. This fee included the work carried out concerning valuation and handling the sale on the Administrator's behalf.

- 2.11 The cash at bank was received from the Company's bankers in the sum of £18,119.16.
- 2.12 There were some second and third hand tools, which the valuation agent confirmed were of no value. These were therefore not realised.
- 2.13 There will be VAT to reclaim on fees and costs, which will be completed in due course.
- 2.14 It is considered that the work Mr Levy and his staff have undertaken to date will bring a financial benefit to creditors. This may be a distribution to unsecured creditors of the Company. As advised in the Administrator's proposals, the prescribed part is not applicable in this case. It is our aim to achieve a better result for creditors, per the Administrator's statutory purpose set for in his proposals.

**Creditors (claims and distributions)**

- 2.15 There is at this stage no possibility to provide an estimated outcome given that proceedings have not been commenced in relation to the Blythe Road final account. An Administrator is not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. There are no secured or preferential claims.
- 2.16 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal.
- 2.17 The above work will not necessarily bring any financial benefit to creditors generally, however an Administrator is required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Administrator in dealing with those claims.
- 2.18 I consider the following matters worth noting in my report to creditors at this stage:
- There are approximately 32 unsecured creditor claims in this case with a value per the director(s) statement of affairs of £130,273.08.
  - There are no secured creditors.

## RUDGARD LIMITED - IN ADMINISTRATION

- There are no employee claims.
- I do not anticipate claims from preferential creditors.

### Investigations

- 2.19 Some of the work the Administrator is required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 (**CDDA 1986**) and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Administrator can pursue for the benefit of creditors.
- 2.20 I can confirm that a report on the conduct of the Directors of the Company was submitted to the Department for Business Innovation & Skills under the CDDA 1986. As this is a confidential report, I am unable to disclose the contents.
- 2.21 Shortly after Mr Levy's appointment, I am informed that an initial assessment was made of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate. This assessment took into account information provided by creditors either at the initial meeting (where held) or as a response to my request to complete an investigation questionnaire. My own investigations have not revealed any issues requiring further report or any further potential recoveries which could be pursued for the benefit of creditors.

### 3 Pre-administration Costs

- 3.1 Creditors approved Mr Levy's pre-administration fixed fee of £6,000 plus VAT as part of approving the Administrator's proposals in August 2016.
- 3.2 On 22 August 2016 the following amounts in respect of pre-administration costs were approved:

Name of recipient	Brief description of services provided	Total amount approved
LA Business Recovery Ltd	Assistance with and guidance for placing the Company into Administration, including drafting papers and filing.	£6,000 plus a court fee of £70

### 4 Administrator's Remuneration

- 4.1 The basis of Mr Levy's Administrator's fees have been fixed in the Administration by reference to the time properly spent by him and LA Business Recovery Ltd in managing the Administration and as a fixed percentage of the value of realisations of Company assets. The basis of Mr Levy's Administrator's fee information I understand was originally provided to creditors when the basis of his remuneration was approved and was based on information available to him at that time.

- 4.2 A copy of that estimate is reproduced below:



## RUDGARD LIMITED - IN ADMINISTRATION

Category of work	Estimated Number of Hours	Average blended charge out rate £	Estimated cost £
Administration (inc statutory compliance & reporting)			}
Creditors (claims & distributions)			}
Investigations			}
Trading (where applicable)			}
Case specific matters (where applicable)			}
<b>Total estimated fees</b>			<b>All at £15,000</b>

- Administration (including statutory reporting and banking/handling funds)
- Case planning and strategy
- Investigations
- Case Specific Matters (covering specific issues e.g. the adjudication process and covering all matters concerning the Blythe Road Final Account)

I am unable to estimate for certain what time costs for these categories will amount to at this stage, but I believe they may be the region of £15,000 excluding VAT.

4.3 Mr Levy and his staffs' time costs for the Period are £4,505 for the above categories. This represents 16 hours at an average rate of £281.56 per hour. Attached at Appendix C is a Time Analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent in managing the Administration. To date no Administrator's fees have been drawn on account. A statutory advertisement cost of £76 has been drawn in addition to the pre-administration fee and disbursement of £6,000 and £70 respectively.

4.4 The Administrator has made the following realisations upon which the creditors have approved a percentage be taken as remuneration. Details of the realisations to date and associated remuneration drawn on account of those realisations is set out below:

Asset category	Value of assets realised in period	Total value of assets realised since appointment	Remuneration % agreed	Total fees invoiced to date	Asset category
Motor vehicle	£15,000.00	£15,000.00	20%	0	Vehicle

The approved fixed percentage bases, which were approved by creditors on 22 August 2016 for the dealing with the following assets were as follows:

- HMRC refunds – 20%
- Vehicle and tools sales – 20%
- Goodwill / intellectual property / investments (unlikely to be any) – 25%
- Potential asset recoveries re: Blythe Road – 35%

4.5 The Administrator has not drawn remuneration to date.

4.6 At the date of this report, I would confirm that the above fees estimate and the percentage bases for the Administration remain unchanged. This is because I have yet to review the situation. A view is to be taken on the prospective costs of the recovery action open to me in relation to the Blythe Road final account. LA Business Recovery Ltd has initially agreed to fund costs, subject to regular reviews and its independent decision on the chances of success. Any time costs incurred in excess of the amounts stated heretofore will not be borne by creditors.

4.7 A copy of 'A Creditors' Guide to Administrators' Fees' is available on request or can be downloaded from the ICAEW website under <http://www.icaew.com/->

## RUDGARD LIMITED - IN ADMINISTRATION

[/media/corporate/files/technical/insolvency/creditors-guides/2015/guide\\_to\\_administrators\\_fees\\_oct\\_2015.ashx?la=en](/media/corporate/files/technical/insolvency/creditors-guides/2015/guide_to_administrators_fees_oct_2015.ashx?la=en)

- 4.8 Attached at Appendix C is additional information in relation to the Administrator's fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.
- 4.9 The following expenses have been incurred since the appointment of Mr Levy:

Supplier / Service Provider	Nature of expense incurred	Amount incurred to date £	Paid to date £	Amount Outstanding £
David Watkins	Advice and agent relating to Blythe Road Final Account recovery – architect	3,429.02	3429.02	-
Laytons LLP	Legal advice re: Blythe Road and Admoor Bungalow	1,300.00	1,300.00	-
Legal & Public Notices Ad Agency Ltd		76.00	76.00	-
LA Business Recovery Ltd	Specific bond premium	80.00	-	80
Rabbow & Co LLP	Valuation agent and sale fees re: motor vehicle	1,850.00	1,850.00	-
Rabbow & Co LLP	Refund of finance settlement payment	10,628.22	10,628.22	-

## 5 Estimated Outcome for Creditors

- 5.1 An Estimated Outcome Statement is not possible at this stage because the recoveries remain uncertain in relation to the Blythe Road Final Account.

### ***Secured Creditors***

- 5.2 There are no secured creditors.

### ***Preferential Creditors***

- 5.3 There are no preferential creditors.

### ***Unsecured Creditors***

- 5.4 I have received claims totalling £4,644.92 from 4 creditors. I have yet to receive claims from 28 creditors whose debts total £126,676.81 as per the Company's statement of affairs.
- 5.5 The Company did not grant any floating charges. Accordingly, there is no requirement to create a fund out of the Company's net floating charge property for unsecured creditors (known as the **Prescribed Part**), which only applies to charges created after 15 September 2003.
- 5.6 I currently anticipate that a dividend may be available to the unsecured creditors. As a result, unless it is more expedient to make an application to court to allow this to be distributed in the Administration, I anticipate that the Company will exit into Creditors' Voluntary Liquidation in accordance with the approved proposals in due course to facilitate distribution of a dividend to the unsecured creditors.
- 5.7 Further details will be provided in due course.

**6 Ending the Administration**

- 6.1 It is anticipated that the exit route to this Administration will be via a Creditors' Voluntary Liquidation as set out in the approved proposals, pursuant to paragraph 83 of Schedule B1 to the Insolvency Act 1986.
- 6.2 The Administrator is to be appointed as the Liquidator per the approved proposals, following the completion of the Administration.
- 6.3 The Administrator will be discharged from liability under Paragraph 98(3) of Schedule B1 to the Insolvency Act 1986 immediately upon his or her appointment as Administrator ceasing to have effect.

**7 Creditors' Rights**

- 7.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Administrator provide further information about his remuneration or expenses (other than pre-administration costs) which have been itemised in this progress report.
- 7.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Administrator's remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Administrator, as set out in this progress report, are excessive.

**8 Next Report**

- 8.1 The Administrator is required to provide a progress report within one month of the end of the next six months of the Administration or earlier if the Administration has been finalised or he wishes to extend it.

For and on behalf of  
Rudgard Limited (in Administration)



**Lynn Gibson**  
**Administrator**

I act as agent of Rudgard Ltd (in Administration) and without personal liability.

# **RUDGARD LIMITED - IN ADMINISTRATION**

## **Appendix A**

### **Receipts and Payments Account from 6 June 2016 to 5 December 2016**

**Rudgard Limited**  
**(In Administration)**

**ADMINISTRATOR'S RECEIPTS AND PAYMENTS ACCOUNT**

	Statement of affairs £	From 06/06/2016 To 05/12/2016 £	From 06/06/2016 To 05/12/2016 £
<b>RECEIPTS</b>			
Motor Vehicle	Uncertain	15,000.00	15,000.00
Finance Company(1)	(12,200.00)	0.00	0.00
Plant & tools	Uncertain	0.00	0.00
WIP	Uncertain	0.00	0.00
Prepayment	Uncertain	0.00	0.00
Cash at Bank	18,000.00	18,119.16	18,119.16
Employees	Uncertain	0.00	0.00
		<u>33,119.16</u>	<u>33,119.16</u>
<b>PAYMENTS</b>			
Office Holders Expenses		76.00	76.00
Finance Company(1)	(12,200.00)	10,628.22	10,628.22
Pre-administration fee		6,000.00	6,000.00
Office Holders Expenses		70.00	70.00
Agents/Valuers Fees (1)		1,850.00	1,850.00
Agents/Valuers Fees (2)		4,942.02	4,942.02
Legal Fees (1)		1,300.00	1,300.00
Trade & Expense Creditors	(68,150.93)	0.00	0.00
Directors	(15,617.00)	0.00	0.00
HMRC - CT	(23,078.07)	0.00	0.00
HMRC - CIS	(20,000.00)	0.00	0.00
		<u>24,866.24</u>	<u>24,866.24</u>
Net Receipts/(Payments)		<u>8,252.92</u>	<u>8,252.92</u>
<b>MADE UP AS FOLLOWS</b>			
Bank 1 Current		6,407.72	6,407.72
VAT Receivable / (Payable)		1,845.20	1,845.20
		<u>8,252.92</u>	<u>8,252.92</u>

Note:

**Appendix B**

**Time Analysis for the Period from 6 June 2016 to 5 December 2016**



# Time Entry - SIP9 Time & Cost Summary

ZZ1872 - Rudgard Limited  
From: 06/06/2016 To: 05/12/2016

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	0.80	4.60	0.00	0.00	5.40	1,545.00	286.11
Case Specific Matters	0.60	5.50	0.00	0.00	6.10	1,722.50	282.38
Creditors	0.00	2.70	0.00	0.00	2.70	742.50	275.00
Investigations	0.00	1.80	0.00	0.00	1.80	495.00	275.00
Realisation of Assets	7.10	28.20	0.00	0.00	35.30	10,240.00	290.08
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Hours</b>	<b>8.50</b>	<b>42.80</b>	<b>0.00</b>	<b>0.00</b>	<b>51.30</b>	<b>14,745.00</b>	<b>287.43</b>
<b>Total Fees Claimed</b>						<b>0.00</b>	
<b>Total Disbursements Claimed</b>						<b>0.00</b>	

## Appendix C

### Additional Information in Relation to the Administrator's Fees, Expenses & Disbursements

#### 1 Staff Allocation and the Use of Sub-Contractors

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 The constitution of the case team will usually consist of a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.
- 1.3 We are not proposing to utilise the services of any sub-contractors in this case.

#### 2 Professional Advisors

- 2.1 On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

Name of Professional Advisor	Basis of Fee Arrangement
Laytons LLP (legal advice)	Hourly rate and disbursements or fixed fee for assignments
AUA Insolvency Risk Services (insurance)	Hourly rate and disbursements
Rabbow & Co LLP (valuation and disposal advice)	Fixed fee and disbursements
David Watkins (JCT-related contract advice)	Hourly rate and disbursements or fixed fee for assignments

- 2.2 Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

#### 3 Administrator's Expenses & Disbursements

- 3.1 The estimate of expenses (including disbursements) which were anticipated at the outset of the Administration was provided to creditors in the Administrator's Proposals Report a copy of which is set out below:

Expense	Estimated cost £
Agents' costs	1500 plus 10% of realisations
Architect's costs	1156
Solicitors' costs	Uncertain
Insurance	Awaited
Statutory advertising	350
Specific penalty bond	400
External storage of company's books and records	
External meeting room hire	
Re-direction of the Company's mail	
Case related travel & subsistence	
[Other - list]	
<b>Category 2 disbursements charged by the firm:</b>	
Business mileage	
Website notices – LA Business Recovery Ltd	40
Data and document storage (fixed)	100

### Current position of Administrator's expenses

- 3.2 An analysis of the expenses paid to the date of this report, together with those incurred but not paid at the date of this report is provided below:

	Paid in prior period £	Paid in the period covered by this report £	Incurred but not paid to date £	Total anticipated cost £
Agents' costs		1850		
Solicitors' costs		1300		
Insurance				
Statutory advertising		76		400
Specific penalty bond			70	460
External storage of books & records				
External meeting room hire				
Re-direction of the Company's mail				
Case related travel & subsistence				
[Other - list]				
<b>Category 2 disbursements</b>				
Business mileage				
Website notices – LA Business Recovery				
Data and document storage (fixed)			40	40
			100	100

- 3.3 Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case. These disbursements are included in the tables of expenses above.
- 3.4 Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. Details of Category 2 disbursements charged by this firm (where appropriate) were provided in the Administrator's Proposals Report and approved by creditors. Any Category 2 disbursements incurred are specifically highlighted in the tables of expenses above.

## 4 Charge-Out Rates

- 4.1 LA Business Recovery Ltd's current charge-out rates effective from 1 August 2016 are detailed below. Please note this firm records its time in minimum units of 6 minutes.

4.2

	(Per hour) £
Officeholder	400
Senior Manager	325
Manager	225
Administrator	150
Support staff/assistant	90