

**ALICE GRACE TOOP**  
**NOTARY PUBLIC – ENGLAND & WALES**  
Everdene House, Deansleigh Road,  
Bournemouth, Dorset, BH7 7DU, England, U.K.  
+44(0)7780812793 / alice@agt-notarypublic.co.uk

### **Price Information**

Alice Grace Toop Notary Public is the trading name of AGT NOTARY PUBLIC LIMITED, a private limited company registered in England with company number 15470340 (“the Notary Practice”).

Details of the Notary Practice’s charges are set out below. However, the Notary Practice will request sight of the documents where possible (together with any related instructions sent to you) before providing a specific quote.

Please note that if the Notary Practice has to make payments on your behalf such as legalisation fees, translator or interpreter fees, or other costs such as travelling expenses, your approval to these will be obtained and you are normally required to make payment in advance of any such amounts.

#### *Charges*

If the matter is simple the Notary Practice will endeavour to charge a fixed fee to include disbursements such as legalisation fees, postage, consular agent fees, courier fees, travelling expenses, translating costs and so on. The Notary Practice’s minimum notarial fee is £100 plus disbursements.

For more complicated or time-consuming matters the fee will be based on the Notary Practice’s hourly rate of £250 plus disbursements. The Notary Practice periodically reviews its hourly rate to reflect various factors including increases in overhead costs and inflation. If a review is carried out before your matter is concluded then the Notary Practice will inform you of any change in its hourly rate.

The fee charged may include time spent on preliminary advice, drafting and preparation time, making and receiving telephone calls, correspondence written and received in all formats, arranging legalisation and record keeping.

The Notary Practice does not currently charge VAT.

#### *Disbursements*

In the course of acting for you the Notary Practice may need to incur various expenses, including UK Foreign and Commonwealth Office fees, consular/embassy fees, agents fees, travel costs, mileage allowance in accordance with HMRC’s prevailing rate, postage

Alice Grace Toop Notary Public is the trading name of AGT NOTARY PUBLIC LIMITED which is a private limited company registered in England with company number 15470340

Regulated through the Faculty Office of the Archbishop of Canterbury

**ALICE GRACE TOOP**  
**NOTARY PUBLIC – ENGLAND & WALES**  
Everdene House, Deansleigh Road,  
Bournemouth, Dorset, BH7 7DU, England, U.K.  
+44(0)7780812793 / alice@agt-notarypublic.co.uk

charges, couriers' charges, bank charges and unusual stationery costs which will all be recharged to you.

*General points*

Occasionally unforeseen or unusual issues arise during the course of the matter which may result in a revision of my fee estimate. Examples of this could include where additional documents are required to be notarised, additional translations or legalisations are needed to meet the requirements of the receiving jurisdiction, third party fees are adjusted to reflect external factors such as fuel price changes and so on. The Notary Practice will notify you of any changes in the fee estimate as soon as possible.

When you instruct the Notary Practice jointly with others, the Notary Practice is entitled to look at any one or more of you to pay the whole of the charges and disbursements that you jointly incur.

Alice Grace Toop Notary Public is the trading name of AGT NOTARY PUBLIC LIMITED which is a private limited company registered in England with company number 15470340

Regulated through the Faculty Office of the Archbishop of Canterbury