

**G: Tasks, Timetable & Fees**

An indicative list of tasks, timetable and fees is presented for further discussion/amendment with the client as required

| <i>Task</i>                     | Timeframe  |            |       | Cost £        | Oct-14 | Nov-14 | Dec-14 |
|---------------------------------|------------|------------|-------|---------------|--------|--------|--------|
|                                 | Days HM/SC | Days KH/JC | Admin |               |        |        |        |
|                                 | £750       | £450       | £200  |               |        |        |        |
| <b>Briefing</b>                 | 0.5        | 0.5        |       | 600           |        |        |        |
| <b>Administration/overheads</b> |            | 1          | 2     | 850           |        |        |        |
| <b>Desk research</b>            | 2          | 5          |       | 3750          |        |        |        |
| <b>Consultation</b>             | 4          | 5          |       | 5250          |        |        |        |
| <b>Programme creation</b>       | 5          |            |       | 3750          |        |        |        |
| <b>Report writing</b>           | 2          | 5          |       | 3750          |        |        |        |
| <b>Review meetings</b>          | 1          | 1          |       | 1200          |        |        |        |
| <b>Future contracting</b>       |            | 1          |       | 450           |        |        |        |
|                                 |            |            |       |               |        |        |        |
|                                 |            |            |       |               |        |        |        |
| <b>TOTAL excl. VAT</b>          |            |            |       | <b>19,600</b> |        |        |        |
|                                 |            |            |       |               |        |        |        |
|                                 |            |            |       |               |        |        |        |