



RATES AND CHARGES AUGUST 2011

Professional Services

Element Analytical, PLLC will invoice all professional time, rounded to the next tenth of an hour, contact us for currently billing rates. We will not adjust professional rates more than once in any twelve-month period for the duration of any case assignment.

Reimbursable Expenses

Element Analytical, PLLC will invoice most out-of-pocket expenses associated with casework at cost plus ten percent (110% of cost). Some of the common out-of-pocket expenses include:

- Special equipment or exemplar parts purchased or rented
- Food and lodging expenses for out-of-town travel
- Displays and exhibits for trial or mediation
- Outside consultant and laboratory charges
- Airfare, rental vehicles, tolls, parking, etc
- Document reproduction

Element Analytical, PLLC will invoice some materials and equipment at fixed rates. Some of the common items include:

- Color copies/photo pages
- Digital video camera usage
- Digital camera usage
- Vehicle mileage
- Photographs on CD
- DVD copies
- Thermo-hygrometer
- Concrete relative humidity meter
- Infrared Camera
- Moisture meters
- Digital Microscope
- Administrative fee (one per file)
- Other fees will be provided as needed

Element Analytical, PLLC
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Providing Engineering Analysis, Investigation, and Inspection Solutions.

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Invoicing and Payments

Generally, Element Analytical, PLLC will invoice clients for each case after assignment completion or monthly, whichever comes first. The client is welcome to inquire about case fees at any time during the duration of a case. We will attempt to forward invoicing with reports or soon afterward. A late charge of 1.5% per month (18% APR) will be added every 30 days to unpaid invoice amounts. Element Analytical, PLLC will cease work on cases where unpaid invoice amounts reach 60 days in age.

Occasionally, Element Analytical, PLLC will require a retainer to provide professional services. Typically, we will hold the retainer in a non-interest-bearing account and invoice the client as indicated above. We will credit the retainer on the last invoice.

The Tax Identification Number for Element Analytical, PLLC is: **26-3090149**

Evidence Handling And Storage

Element Analytical, PLLC will invoice for evidence storage on a quarterly schedule. The billing rate is dependent on equivalent size. Element Analytical, PLLC will discuss special handling requirements with the client invoice accordingly. Contact us for base quarterly evidence storage rates.

Additional Information

Element Analytical, PLLC stands ready to assist clients with their varying technical needs. Please contact us for more information or to inquire about specific case requirements.

