



RATES AND CHARGES OCTOBER 2015

Professional Services

Element Analytical, PLLC will invoice all professional time, rounded to the next tenth of an hour, at the hourly rates indicated below. We will not adjust professional rates more than once in any twelve-month period for the duration of any case assignment. Please contact us to discuss our rate schedule and fee arrangements.

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 commonly utilized equipment/fees include:

- Color copies/photo pages at \$0.75 per page.
- Digital video camera usage \$15.00 per day.
- Digital camera usage \$15.00 per day.
- Vehicle mileage at \$0.75 per mile.
- Photographs on CD \$2.00.
- DVD copies \$4.00.
- Thermo-hygrometer at \$3.00 per day.
- Infrared Camera at \$15.00 per day
- Force gauge at \$25 per day
- Durometer at \$20 per day
- Thermocouple data logger at \$20 per day
- Calibrated Oven at \$40 per day
- Moisture meter at \$8.00 per day
- Administrative fee \$45.00 per file.

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Reimbursable Expenses (continued)

- Concrete relative humidity meter at \$18.00 per day
- Hydraulic test bench at \$10 per day
- Air/gas test equipment at \$15 per day
- Digital Microscope at \$20.00 per day
- Daily lab use fee \$200 or \$100 for ½ day
- Other fees will be provided as needed

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**. We will provide federal form W-9 with initial invoicing or upon request.

Evidence Handling and Storage

Element Analytical, PLLC will invoice for evidence storage on a quarterly schedule. The billing rate is dependent on approximate size. Element Analytical, PLLC will discuss special handling requirements or billing intervals with the client and invoice accordingly. Current base quarterly evidence storage rates are:

Extra Small (fits in file)	\$ 40.00
Small (fits in shoebox)	\$ 60.00
Medium (fits in banker box)	\$ 80.00
Large (<1 cubic yard)	\$100.00
Extra Large (<2 cubic yards)	\$120.00

Larger items to be negotiated on a case-by-case basis.

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.

