



PeterAtkinson&Co.
LEGAL SUPPORT & INFORMATION SERVICES

We save law firms time and money.

Effective
July
2016

Fee Schedule

GST inclusive | Outlays additional

Legal Support & Information Services

Brisbane | Established 1968

Location

Level 17 344 Queen Street
Brisbane Qld 4000

Correspondence

GPO Box 506
Brisbane Qld 4001

Tel 07 3229 2788

Fax 07 3229 8991

Email admin@peteratkinson.com.au

Trust Account

NAB 330 Collins St Melbourne

SWIFT Code NATAAU3303M

BSB: 083-088

A/c: 74 052 2154

Peter Atkinson & Co Trust A/c

*Funds and instructions must be received
before midday on the day of settlement.*

Invoice Payments

NAB 308 Queen St Brisbane

BSB: 084-004

A/c: 15 020 6135

Peter Atkinson & Co General A/c

Search

Titles, Companies, PPSR, Conveyancing & Court

Manual & Online – all authorities and councils

Per search	22.00
Per Matter Conveyancing Packages:	
2-3 searches	33.00
4-6 searches	55.00
7-9 searches	77.00
Electoral Roll Search	110.00
Association Search	55.00
Customer Service Enquiry / Representation	66.00

Stamp

Stamping of Documents

Office of State Revenue Approved Stampers

In-house Stamping – standard residential	44.00
In-house Stamping – auditable transaction concessions/aggregations/exemptions/business	66.00
Duty Calculation / Enquiry	22.00
Written submission to OSR / complex matter	165.00
Priority Service	55.00

Settle

Settlements

Paper & PEXA

CBD Settlement or Attempt	44.00
Re-attendance same day	22.00
Inner Suburban – up to 2 km	66.00
Mid Suburban - 2 to 5 km	88.00
Outer Suburban - 5 to 10 km	165.00
Regional / Interstate	POA
Trust Account Usage	55.00
Bank Cheques Issued – ea. (GST Free)	12.00
Banking – per bank attendance	22.00
Collect Cheques – per attempt	22.00
PEXA Access	Free
PEXA Usage – per transaction	POA
Verification of Identity (VOI)	POA

Lodge

Titles

Land Registry Lodgings

Lodge Settlement Notice	11.00
Sign & Lodge Emailed Settlement Notice	66.00
Lodging – per matter up to 5 docs	33.00
Lodge Survey Plan	55.00
Lodging in Conjunction – standard AM	66.00
Lodging Attempt / Procedural Enquiry	22.00
Requisition of Documents	22.00
Customer Service Enquiry / Representation	66.00
Priority Service	55.00

Practice Essentials

Digital Services

Because we understand law firms, we also offer a range of hassle free and affordable digital asset solutions every law firm needs:

Domain Names	<input checked="" type="checkbox"/>
Website Hosting	<input checked="" type="checkbox"/>
Website Builder	<input checked="" type="checkbox"/>
Email Hosting	<input checked="" type="checkbox"/>
Hosted Exchange	<input checked="" type="checkbox"/>

www.peteratkinson.com.au/domains

Practice Management Software

For startup, solo and small firms, Clio has everything you need to be practice perfect at an affordable price. Save valuable billable time. We are Clio Certified Consultants. Find out more:

www.peteratkinson.com.au/clio

Education

Send your new staff to a work with us for a day to experience the role of a town clerk. Visit the titles office, courts, do some searching and tag along with the team on settlements. We'll assist them learn the basics to help them deal with departments and agents in their job.

Precedents & Expert Referrals

Need help with a Record of Death or Correction of Name? We'll can help with general procedures and precedents for a range of general services, and point you in the right direction to an experienced Solicitor referral when things get complicated.

Conveyancing Assistance

For our interstate friends, we can refer you to a qualified Queensland conveyancing solicitor to take care of your matter from start to finish at affordable rates.

Contact us for further details and pricing.

File

Court & Filing

Tribunals, Local, State & Federal Courts

File Documents – filing fees provided	44.00
File Documents – filing fees outlaid	66.00
Counter Search	44.00
Online Search	22.00
Collect Probate - including registered post return	33.00
Court Copying – per hour (plus outlays)	165.00
Priority Service	55.00
Births Deaths & Marriages	165.00
Printing/Copying In Office - per page	0.22
Return postage	at cost

Serve

Process Serving

Serve documents

CBD Departments & Firms	66.00
Suburban Depts & Firms - up to 10 km – per hour	165.00
Priority Service	55.00
Prepare & Sign Affidavit of Service	66.00
Sign & Return Provided Affidavit of Service	33.00
Outsource Process Serving - Admin Fee	55.00
- arranging service on individuals & after hours	plus outlays

BCCM

Body Corporate Services

Brisbane, Gold & Sunshine Coast

Inspection of Records – standard 5-7 days	220.00 plus outlays
Inspection of Records – priority 3-5 days	275.00 plus outlays
Inspection of Records – Management Rights	400.00 plus outlays
Form 13 Information Certificate order	44.00 plus outlays
Travel – Gold & Sunshine Coasts	55.00
Returning Officer – per hour (minimum)	165.00

Online

Online Searching, Settlement & PEXA Portal



Australia's most comprehensive online portal for law firms. Instant searches, settlement bookings, PEXA and more. Monthly pay as you search account for approved clients. Free to join. Ask for access now.

Misc

Miscellaneous

Postage	at cost
Priority Service	55.00
Collection / Delivery – CBD	27.50
Collection / Delivery – CBD fringe / trolley use	55.00
Printing / Copying – per page	0.22
Base hourly rate for other timed services	165.00