Fee and Retainer Agreement

Whitcombe Ashby Family Law LLP · Reference WA/2026/0211

Date	19 October 2026
Client	Mrs Funmi Adeyemi, Flat 3, 41 Elm Terrace, London SE15 4AB
Firm	Whitcombe Ashby Family Law LLP, Suite 2, Ashby House, 18 Peckham High Street, London SE15 5EB
Supervising solicitor	Helena Wycombe, Partner
Matter	Your application to Central Family Court for a child arrangements order, as described in our engagement letter of the same date

This agreement sets out what we charge, what we ask you to pay in advance, and what happens to the money. It forms part of our engagement letter of 19 October 2026. If the two ever differ on money, this agreement applies.

1. Our charges

We charge for the time we spend on your matter. Time is recorded in units of six minutes. The rates below do not include VAT.

Who	Hourly rate	Six-minute unit
Helena Wycombe, Partner	£340	£34
Associate solicitor	£250	£25
Paralegal	£140	£14

Time spent by our legal assistants on administration, such as booking appointments and filing documents, is not charged. Our rates may rise once a year. We will give you 30 days' written notice before any change takes effect.

2. Our estimate

These figures are our estimate of our fees, before VAT. They are not a fixed fee and they are not a limit. We will tell you in writing as soon as we think any stage will cost more than the top of its range.

Stage	What it covers	Estimate
1	Preparing and issuing the application, Cafcass checks, and the first hearing	£3,500 to £5,000
2	Later hearings, evidence and negotiation, if the matter does not settle at the first hearing	£4,000 to £8,000
3	A final hearing, only if the matter is still not resolved	£6,000 to £10,000

Stage 1 is the work we have agreed to start now. We will ask you whether to continue before we begin stage 2 or stage 3.

3. Payment on account

1. You will pay us **£3,000** before we start work. It is a payment towards our fees and expenses. It is not a fixed fee.
2. We hold it in our client account, which is a separate bank account from the firm's own money.
3. We take money from it only when we send you an invoice, and the invoice will show what has been taken.
4. If the balance falls below **£500**, we will ask you for a further **£1,500**.
5. When the matter ends, we return what is left within 14 days.

4. Expenses

We pay expenses on your behalf and add them to your invoice. They include the court fee, barristers' fees, expert reports, process server and courier costs, and copying and bundles. We need the money in our client account before we pay an expense, and we will tell you the amount before we incur any single expense over £250.

5. VAT

VAT is added to our fees and to some expenses at the rate in force. At the date of this agreement it is 20%.

6. Invoices and payment

1. We send an invoice every month, and when the matter ends.
2. Each invoice is due within 14 days. You can pay by bank transfer or by debit card through a secure link we send you. We do not take cash.
3. **Our bank details never change by email.** If you get an email that says they have, do not pay. Call us on 020 7946 0321 first.
4. If an invoice is not paid within 14 days we will write to you. If it is still unpaid 14 days after that, we may stop acting for you. We will give you reasonable notice and take account of the court timetable and our professional duties.

7. Your responsibilities and ours

You agree to give us complete and truthful information, to answer our requests promptly, to pay our invoices on time, and to tell us at once if your circumstances change.

We agree to act with reasonable skill and care, to keep you informed of progress and costs, to tell you promptly if our estimate changes, and to keep your information confidential.

8. Important

We cannot promise any result, and no estimate in this agreement is a promise about the outcome or how long the matter will take. The court may order one party to pay the other's costs. This is unusual in children cases, and we will tell you if it becomes a real risk. Our legal assistants cannot give legal advice.

9. Ending this agreement

You can end this agreement at any time by telling us in writing. We can end it for good reason, with reasonable notice, as set out in our engagement letter. If it ends, you pay for the work done and the expenses incurred up to that date, and we return what is left of your payment on account within 14 days.

10. Signatures

By signing, you confirm that you have read this agreement and that we have given you the chance to ask questions. Please return a signed copy by Monday 26 October 2026.

Client	Firm
Signed: _____ Name: Mrs Funmi Adeyemi Date: _____	**Signed:** _____ Name: Helena Wycombe, Partner, for Whitcombe Ashby Family Law LLP Date: _____