



Fees, Disbursements and Payment

Fees

The basis of my fees is dependent of the number of documents and the type of document that you need to notarise. My notarial fees are charged on a per document basis. Complex notarial services will be charged on my hourly rate. However, I will assess the extent of your notarial requirements and offer a fixed quote. I am not VAT registered and I will not charge VAT when I provide a costs quotation for my services.

I will advise you about your potential cost total from the start.

Disbursements

If your requested notarial services incurred costs from third parties, I would add this cost to your fee total. These costs may be in relation applying for legalisation of a documents or courier fees. Any relevant disbursement will have to be agreed and paid for in advance before I make any payment to third parties in respect of your notarial transaction.

FCDO Legalisation Office Costs	
Service Option	Fee per Apostille
Standard (paper-based)	£45, plus courier or postage costs
'Next-Day' for registered businesses only (paper-based)	£40
e-Apostille	£35
'Restricted Urgent' service for registered businesses only (paper-based)	£100



FCDO Courier Cost for Paper-based Apostilles	
Country	Price
UK (including British Forces Post Office)	£5 per 1.5kg
European countries (not including Albania, Armenia, Azerbaijan, Bosnia and Herzegovina, Georgia, Liechtenstein, Kazakhstan, Moldova, Montenegro, North Macedonia, Serbia and Turkey)	£21 per 1.5kg
Rest of the world	£25 per 1.5kg

Payment Method

In Person: You can pay in person either by debit/credit card or cash.

By Bank Transfer: The sort code and account number will be provided for payment.

