

RMSS shares to A Howarth

Work Performed

Date	Details	Staff	Units	Amount
10/03/2020	Email to Richard, Telephone to Richard (no charge)	CBL	2.00	\$0.00
15/04/2020	Emails in and out to you re payment of your overdue invoices; other ancillary issues; and next steps.	DJJ	5.00	\$247.50
16/04/2020	Attendance at meeting with R Osborne	AKA	5.00	\$275.00
16/04/2020	Attending to meeting	NPO	5.00	\$275.00
20/04/2020	Perusing and drafting emails regarding terms of agreements	NPO	2.00	\$110.00
21/04/2020	Perusing and amending deed and supporting documents; drafting email	NPO	45.00	\$2,475.00
21/04/2020	Attending to settling share sale deed	SGJ	10.00	\$550.00
21/04/2020	Drafting minutes and share transfer	SGJ	6.00	\$330.00
21/04/2020	Attending to prepare Statutory Declaration re lost share certificate	KGH	5.00	\$192.50
21/04/2020	Attending to prepare Share Sale Deed	KGH	20.00	\$770.00
22/04/2020	Perusing and drafting email to RO regarding terms of agreement	NPO	1.00	\$55.00
22/04/2020	Perusing email; attending to amendment of deed; drafting email	NPO	7.00	\$385.00
22/04/2020	Perusing email from RA and agreement; drafting email regarding same	NPO	1.00	\$55.00
22/04/2020	Perusing email and attending to amendment of deed; drafting email to RO regarding same	NPO	6.00	\$330.00
23/04/2020	Call to RO regarding deed terms; attending to amendment of deed; drafting email to RO regarding same	NPO	4.00	\$220.00
23/04/2020	Attending to correction of formatting and finalisation of deed	NPO	7.00	\$385.00
23/04/2020	Perusing email from RO regarding deed terms	NPO	1.00	\$55.00
24/04/2020	Perusing email regarding formatting; attending to crosscheck of deed; drafting email	NPO	2.00	\$110.00
27/04/2020	Perusing email from shareholder regarding deed terms	NPO	1.00	\$55.00
27/04/2020	Perusing email from RO regarding agreement terms	NPO	1.00	\$55.00

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Date	Details	Staff	Units	Amount
29/04/2020	Perusing and drafting emails regarding deed terms; reviewing deed	NPO	3.00	\$165.00
05/05/2020	Perusing emails from and drafting emails to RO regarding deed terms	NPO	2.00	\$110.00
05/05/2020	Attending to review of email from client, further amendments to Deed	MRP	10.00	\$375.00
05/05/2020	Email from client and response	MRP	1.00	\$37.50
05/05/2020	Perusing and amending deed	NPO	5.00	\$275.00
06/05/2020	Perusing email from RO regarding deed terms	NPO	1.00	\$55.00
07/05/2020	Perusing email regarding deed terms	NPO	1.00	\$55.00
07/05/2020	Perusing email regarding deed terms	NPO	1.00	\$55.00
07/05/2020	Perusing email from RO regarding settlement deed	NPO	1.00	\$55.00
07/05/2020	Perusing email from RO regarding deed terms; drafting emails regarding same	NPO	1.00	\$55.00
07/05/2020	Email from OS and responses	MRP	1.00	\$37.50
07/05/2020	Attending to further emails	MRP	2.00	\$75.00
07/05/2020	Email from client and response	MRP	1.00	\$37.50
07/05/2020	Email from client and response	MRP	1.00	\$37.50
07/05/2020	Attending to email from client, email to OS, email to client	MRP	2.00	\$0.00
07/05/2020	Attending to various emails to and from client, other side	MRP	2.00	\$0.00
07/05/2020	Perusing and drafting email to RA regarding emails	NPO	1.00	\$0.00
07/05/2020	Perusing and drafting email to RA regarding emails	NPO	1.00	\$0.00
08/05/2020	Perusing and drafting email to RO regarding settlement arrangements	NPO	1.00	\$55.00
11/05/2020	Email from OS; email to client	MRP	1.00	\$37.50
11/05/2020	Perusing email regarding execution of deed	NPO	1.00	\$55.00
11/05/2020	Perusing and drafting email to RO regarding execution of deed	NPO	1.00	\$55.00
11/05/2020	Email from client, email to OS, email to client	MRP	2.00	\$75.00
12/05/2020	Email to OS; email from client and response	MRP	2.00	\$75.00
12/05/2020	Email from OS; email to client	MRP	1.00	\$37.50
12/05/2020	Email from client; email to OS; email to client	MRP	1.00	\$37.50
13/05/2020	Email from Andrew Howarth	MRP	1.00	\$37.50
13/05/2020	Email from OS, reviewing, email to client	MRP	2.00	\$75.00
13/05/2020	Attending to further emails from client and responses	MRP	3.00	\$112.50
13/05/2020	Perusing emails regarding execution of deed and settlement arrangements	NPO	1.00	\$55.00

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Date	Details	Staff	Units	Amount
13/05/2020	Attending to arranging collation of document, emailing to OS	MRP	3.00	\$0.00
18/05/2020	Attending to various emails to and from client	MRP	2.00	\$75.00
21/05/2020	Email from client and response	MRP	1.00	\$37.50
04/06/2020	Email from client and response	MRP	1.00	\$37.50
08/06/2020	Attending to preparing settlement instructions for Friday	MRP	12.00	\$450.00
08/06/2020	Perusing and finalising email regarding settlement arrangements	NPO	2.00	\$110.00
08/06/2020	Email to client	MRP	1.00	\$37.50
08/06/2020	Attending to review of email from client	MRP	1.00	\$37.50
08/06/2020	Attending to further review of client, redrafting emails	MRP	6.00	\$225.00
08/06/2020	Reviewing emails	NPO	1.00	\$55.00
08/06/2020	Email from client and response	MRP	1.00	\$37.50
10/06/2020	Email from client, chasing other side	MRP	2.00	\$75.00
10/06/2020	Email from OS	MRP	1.00	\$37.50
10/06/2020	Email from OS	MRP	1.00	\$37.50
10/06/2020	Perusing email from OS regarding settlement arrangements	NPO	1.00	\$55.00
10/06/2020	Conference with RO regarding settlement documents	NPO	1.00	\$55.00
12/06/2020	Email from client, ensuring readiness for settlement	MRP	1.00	\$37.50
12/06/2020	Email from OS, email to client	MRP	1.00	\$37.50
12/06/2020	Email to OS	MRP	1.00	\$37.50
12/06/2020	Drafting without prejudice response to OS based on client's instructions	MRP	4.00	\$150.00
12/06/2020	Perusing and amending emails	NPO	1.00	\$55.00
12/06/2020	Email to client, email from client, email to OS	MRP	2.00	\$75.00
12/06/2020	Attending to further emails	MRP	2.00	\$75.00
12/06/2020	Attending to further emails	MRP	1.00	\$37.50
15/06/2020	Email from OS; email to client	MRP	1.00	\$37.50
15/06/2020	Email from client and response	MRP	1.00	\$37.50
16/06/2020	Perusing emails regarding WOP correspondence; conference with MP regarding same	NPO	1.00	\$55.00
19/06/2020	Perusing emails regarding settlement	NPO	1.00	\$55.00
19/06/2020	Attending to various emails from client, OS, to client	MRP	3.00	\$112.50
19/06/2020	Attending to review of terms of client email, drafting email to OS	MRP	5.00	\$187.50
19/06/2020	Attending to further amending email, sending	MRP	2.00	\$75.00

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	to OS; email to client			
19/06/2020	Attending to settling correspondence	SEW	2.00	\$77.00
19/06/2020	Email from OS; email to client	MRP	1.00	\$37.50
19/06/2020	Attending to further email to OS; email to client	MRP	2.00	\$75.00
19/06/2020	Email from client and response	MRP	1.00	\$37.50
19/06/2020	Email from OS and response	MRP	1.00	\$37.50
20/06/2020	Perusing and drafting emails regarding matter	NPO	2.00	\$110.00
20/06/2020	Attending to further review	MRP	1.00	\$37.50
23/06/2020	Attending to calculations of interest and other amounts payable on Friday, forwarding to client for confirmation	MRP	5.00	\$187.50
23/06/2020	Attending to further email from client and email to OS	MRP	2.00	\$75.00
24/06/2020	Email from OS; forwarding to client	MRP	1.00	\$37.50
24/06/2020	Attending to email from client, review	MRP	2.00	\$75.00
24/06/2020	Perusing email regarding payment arrangements	NPO	1.00	\$55.00
24/06/2020	Email to client	MRP	1.00	\$37.50
24/06/2020	Attending to various emails to and from client, sending signed docs by email, originals by express post	MRP	4.00	\$150.00

Fee Earner Summary

Code	Fee Earner	Hours	Rate	Amount
AKA	Alicia Auden	0.50	550.00	\$275.00
CBL	Chloe Blaney	0.20	385.00	\$0.00
DJJ	Daniel Johnston	0.50	495.00	\$247.50
KGH	Kristina Ghoobar	2.50	385.00	\$962.50
MRP	Matthew Paul	11.00	385.00	\$3,862.50
NPO	Niall Powell	11.50	550.00	\$6,215.00
SEW	Simone Wilson	0.20	385.00	\$77.00
SGJ	Sarah Jones	1.50	550.00	\$880.00

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