



DIRECTOR/SENIOR PARTNER

Dear Sir/Madam,

RE: CORRESPONDENT WORK

1. We are a firm situated in Bloemfontein and Stellenbosch.
2. We would like to offer our services as a Correspondent Attorney.
3. Our offices have a dedicated correspondent department, which prides itself in excellent, efficient and reliable services.
4. Our fee structure is as follows:
 - a) **Magistrate's Court**: R500.00 per instruction, VAT excl. until Judgment or Notice of Intention to Defend is filed, thereafter on prescribed party-party scale.
 - b) **Regional Court**: R650.00 per instruction, VAT excl. until Judgment or Notice of Intention to Defend is filed, thereafter on prescribed party-party scale.
 - c) **High Court**: R750.00 per instruction, VAT excl. until Judgment or Notice of Intention to Defend is filed, thereafter on prescribed party-party scale.

The above-mentioned include all necessary attendances at Court, Sheriff etc. and correspondence between the parties.

The above-mentioned exclude expenses, for example, Sheriff fees, Advocate fees etc.

We also attend to **Supreme Court of Appeal** matters. The fees will be calculated as per prescribed Rules. We are however amenable to assist on an agreed fee if so required.

We trust you find the above in order and do not hesitate to contact our offices for any enquiries.

Kind regards,

JL JORDAAN ATTORNEYS