



SELECT ORGANIZATIONAL & ADMINISTRATIVE RESOURCE SERVICES

S.O.A.R.S. *Post Office Box 6385 Albuquerque, New Mexico - 87197 / 505-288-1900*

FEES & COSTS

S.O.A.R.S. strives to provide quality service at reasonable rates. **S.O.A.R.S.** charges seventy-five dollars (\$75.00) an hour (billed in 0.1 of an hour increments) for work devoted to an assignment, by primary staff members. Travel is billed at fifty dollars (\$50.00) an hour.

In an effort to reduce Client costs, **S.O.A.R.S.** utilizes the services of secondary staff to perform rudimentary tasks such as collecting, sorting, organizing, duplicating and digitally scanning documents or other none technical activities. Typically, the cost for these services range from twenty-five (\$25.00) to forty (\$40.00) dollars an hour, depending on the service being provided. (Billed in tenth (0.1) of an hour increments)

Additional expenses, costs which would not have otherwise been incurred except for **S.O.A.R.S.**' actions on behalf of the Client, which do not involve labor costs for **S.O.A.R.S.**, are handled as a "pass-through" incumbrance and billed to the client on a cost basis. These include, but are not limited to; commercial database access fees, document copies, exhibits, transcripts, milage, meals, motels, etc. Individual expenditures for reimbursable costs exceeding \$200.00 are not made without the Clients prior approval.

Report and Statement Transcription	\$3.50 @ Page	Trial Exhibits and Models	Actual Expense
Certified Court Reporter Transcripts	Actual Expense	Expert Witnesses Fees	Actual Expense
Audio Tapes	Actual Expense	Laboratory Examination\ Analysis	Actual Expense
Video Tapes	Actual Expense	Meals (Outside Bernalillo County)	Actual Expense
Film and Photo Development	Actual Expense	Lodging (Outside Bernalillo County)	Actual Expense
Photocopies	Actual Expense	Mileage (Outside Bernalillo County)	\$0.48 @ Mile
Computer Searches	Actual Expense		

S.O.A.R.S. provides an itemized accounting of time and expenses and submits an invoice for services rendered with the case report, upon completion of the assignment. Payment is due, net thirty (30) days, upon receipt. Protracted matters requiring longer than thirty (30) days to complete or which require **S.O.A.R.S.** extended \ on-going involvement, are billed to the Client on a monthly basis.