

# TERMS AND CONDITIONS



**TELLUS**  

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**ADVOKATER**

# Terms and conditions

## 1. Receiving a task

We will send you a written confirmation and description of the task.

Confirmation may however be omitted,

if the customer is operating a business and either have posted a description of the task themselves, or the task needs to be addressed to immediately, or the assignment is of a modest kind.

A consumer will always receive a confirmation and description.

## 2. Conflicts of interest

We make sure, that we are not taking on a job, which may involve a conflict of interest.

A conflict of interest exists for instance, if both parties in a case are clients of ours, even if we in the present case only represents one of the parties. If a conflict of interest emerges, that causes us to renounce the case, we will help you to refer to another lawyer.

## 3. Identity information

The law requires us to gather and record information about our customers identity.

## 4. Payment terms

Our fee is set by the following parameters

- The time spent on the case,
- The time pressure in which the matter is dealt with,
- The specialist knowledge, which has been needed to solve the task,
- The task's importance to the customer,
- The values involved and the responsibility, in connection with these values
- The results obtained.

At receiving an assignment we provide in our letter of confirmation, where is possible, an estimate of, what the assignment is likely to cost.

Unless we have agreed otherwise, with the customer, we will generally collect a quarterly fee on account for the task. The deadline of the payment is 14 days after the invoice is made out.

## Prices

We use the following hourly rates as point of reference:

	Ex.VAT	Incl.VAT
Lawyer- and estate advisor	2.300 DKK	2.875 DKK
Caseworker	1.700 DKK	2.125 DKK
Secretarial work (estates)	1.500 DKK	1.875 DKK
Secretarial work	1.200 DKK	1.500 DKK

Prices will be adjusted each year by the 1 st. of January

*In some cases, we ask for assistance from advisers in SAGRO after agreement with the customer. The fee for the adviser is normally to be paid separately.*

### **5. Management of money**

All money we receive on behalf of our customers, will be managed according to the rules which applies to lawyers clients' accounts. This also includes any advance payments of fees, expenses and costs.

### **6. Completion of the task**

When the task is completed, any original documents, which the customer has handet to us, will be returned to the customer. During the process all documents have been scanned to our computer system. We delete them at the earliest after 5 years.

### **7. Rules for a law firm**

All lawyers in the firm are appointed by the Ministry of Justice in Denmark and are a part of the Law Society.

We are subject to the general rules for professional activities laid down in the Judicial Code of Denmark and the Code of Conduct adopted by the danish law society. This means, that we are subject to supervision by a certified years accountant approved by the goverment authorities and the lawyers society, and that we are also subject to the complaint rules, that applies to members of the lawyears society. [www.advokatsamfundet.dk](http://www.advokatsamfundet.dk).

We have liability insurance as well as guarantee acording to the rules of the lawyers society. The Liability insurance covers all legal services, we are carrying out, no matter where hey take place. We have taken out our liability insurance policy in HDI Danmark Insurance, who is also our guarantor. Liability for loss includes only direct losses and excludes operating loss or other indirect losses, such as loss of profits or goodwill.



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