

## Sample C

### Sample bill of costs for non-contentious business

#### IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE

Bill of Costs No.     of 20

GST Reg. No. : 12345

In the matter of

#### SAMPLE BILL OF COSTS FOR NON-CONTENTIOUS BUSINESS

Applicant:                   Solicitors for ABC  
Nature of bill:             Solicitor and client  
Basis of taxation:         Indemnity basis  
Basis for taxation:        Pursuant to the written consent from the client vide letter dated [     ] annexed hereto under section 120(3) of the Legal Profession Act

<b>Section 1: Work done other than for taxation</b>			
<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
<b>1.</b>	<b>The work done</b>		
1.1	Nature of work	Advice on client's claim for damages against XYZ.	
1.2	Scope of brief (including relevant court orders, if any)	To ascertain the terms of the agreement between client and XYZ and to give advice on what remedies are available to client and the amount of damages.	
1.3	Period of work	From 5 June 2004 to 30 August 2004.	
<b>2.</b>	<b>Complexity of matter</b>		
2.1	Legal issues	Whether client can sue XYZ on the agreement.	
2.2	Factual issues	What are the terms of the agreement and whether XYZ has breached the agreement.	
2.3	Complexity	As the agreement was partly oral and partly written, applicant had to ascertain the terms of the agreement from the correspondence and instructions.	
2.4	Amount involved	Client wanted to claim \$200,000 as damages.	

<b>3.</b>	<b>Time and labour expended</b>		
3.1	Number of letters/ faxes/emails exchanged with others	4 letters to XYZ 2 letters from XYZ	
3.2	Number of letters/ faxes/emails to client	20 emails from applicant to client. 20 emails from client to applicant.	
3.3	Meetings with client	2 meetings: 1 hour on [date]. 2 hours on [date].	
3.4	Meetings with other parties (by class)	Not applicable.	
3.5	Documents (including legal opinions)	Letter of Demand – 1 page Draft Pleadings - 6 pages Opinion – 3 pages	
3.6	Time spent	10 hours	
3.7	Other relevant work	Not applicable.	
<b>4.</b>	<b>Counsel and solicitors involved</b>		
4.1	Solicitor	Mr GHI, 18 years standing	
<b>5.</b>	<b>Costs claimed</b>		
5.1	Amount claimed	\$ ____ [Please refer to the sample used for trials and modify as appropriate.]	
<b>Section 2: Work done for taxation</b>			
<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
6.	Work done	Drawing up bill of costs, perusing documents and vouchers, attending taxation and drawing up Registrar's certificate.	

7.	Amount claimed	\$ _____ [Please refer to the sample used for trials and modify as appropriate.]	
<b>Section 3: Disbursements</b>			
<i>No.</i>	<i>Date</i>	<i>Description and amount claimed</i>	<i>Remarks</i>
8.	xxxx	<u>Disbursements on which GST is not chargeable</u> [Nature of each disbursement and the amount claimed.]	
9.	xxxx	<u>Disbursements on which GST is chargeable</u> [Nature of each disbursement and the amount claimed.]	
10.	-	<b>Total amount claimed: \$ _____</b> [Please refer to the sample used for trials and modify as appropriate.]	
<b>Summary</b>			
		<b>Total claimed for bill:</b> [Please refer to the sample used for trials and modify as appropriate.]	

Dated this                      day of                      20                      .

[Applicant].

To: