

Coatbridge College
Kildonan Street
Coatbridge
ML5 3LS

Our Ref: PJB/M52558-7 (BF)
V.A.T Registration No : 166 7216 50
Date & Tax Point : 31/10/2013
Payment Terms : Payable on receipt
Invoice No : 1397066

INTERIM INVOICE

Board Staff Report

TO OUR PROFESSIONAL CHARGES rendered in connection with advice relating to RemCom and Board actions regarding merger and voluntary severance arrangements; obtaining your instructions; perusing various Board Minutes and papers and relevant documentation regarding governance and other issues surrounding these arrangements; perusing documentation and paperwork relating to the "Edinburgh" proposal and proposed Federation voluntary severance proposal; obtaining your further instructions regarding various meetings; meeting with yourselves on various occasions to obtain update on the situation; preparation for and attendance at RemCom and Board meetings; drafting, preparing and sharing Minutes of meetings and advising you in relation thereto; advising and preparing note on governance and propriety of decision to award voluntary severance arrangements; advising on correspondence from the SFC and response thereto; fee to include all meetings, telephone calls and correspondence. (Fee: £10381.50 - Less 10%)

	VAT RATE	CHARGES £
Professional Fees:	20.00%	9,343.35
Disbursements:		
Travel Expenses - Meeting at Coatbridge College	20.00%	17.55
Travel Expenses - Meeting at Coatbridge College	20.00%	28.80
Subtotal Disbursements		46.35
Charges Subtotal:		9,389.70
VAT @ 20.00%		1,877.94
TOTAL AMOUNT DUE:		11,267.64

With Compliments DWF LLP

Coatbridge College
Kildonan Street
Coatbridge
ML5 3LS

Our Ref: PJB/M52558-7 (BF)
V.A.T Registration No : 166 7216 50
Date & Tax Point : 29/11/2013
Payment Terms : Payable on receipt
Invoice No : 1404690

INTERIM INVOICE

Board Staff Report

TO OUR PROFESSIONAL CHARGES rendered in connection with ongoing advice relating to issues surrounding voluntary severance arrangements and potential dispute with various staff members; to include ongoing advice to RemCom; advising on further correspondence with the SFC; advising new Chair on issues surrounding departure of the Principal and further correspondence with the SFC; attending at RemCom advising in relation to governance and completion of minutes of previous meeting; advising on correspondence with SFC and concluding report into the governance; advising on letters for various staff members altering voluntary severance proposals; advising on new Coatbridge College Voluntary Severance Policy and discussion regarding issuing to staff; fee to include all meetings, telephone calls and correspondence for the period from 1 to 29 November. (Fee:£4861.00 - Less 15%)

	VAT RATE	CHARGES £
Professional Fees:	20.00%	4,131.85
Charges Subtotal:		4,131.85
VAT @ 20.00%		826.37
TOTAL AMOUNT DUE:		4,958.22

With Compliments DWF LLP

Coatbridge College
Kildonan Street
Coatbridge
ML5 3LS

Our Ref: PJB/M52558-7 (BF)
V.A.T Registration No : 166 7216 50
Date & Tax Point : 31/12/2013
Payment Terms : Payable on receipt
Invoice No : 1412639

INTERIM INVOICE

Board Staff Report

TO OUR PROFESSIONAL CHARGES rendered in connection with ongoing advice relating to board papers and emails to Margaret Rose Livingston and consultation relating thereto; correspondence relating to board papers for appointing Martin Maguire in some interim management roles; attendance at board meeting to approve same, noting outcome of same and advising in relation thereto; fee to include the period from 1 to 20 December. (Fee: £1809.50 - Less 10%)

	VAT RATE	CHARGES £
Professional Fees:	20.00%	1,628.55
Charges Subtotal:		1,628.55
VAT @ 20.00%		325.71
TOTAL AMOUNT DUE:		1,954.26

With Compliments DWF LLP

METHODS OF PAYMENT

By Bank Transfer

Payment should be made to DWF LLP Client Account at Royal Bank of Scotland, Sort Code: 16-00-02, Account Number: 21117212, IBAN: GB17RBOS16000221117212, BIC: RBOSGB2L. Please ensure that your Client Reference and Invoice Number(s) are provided and Remittance Advices are emailed to remittanceadvices@dwf.co.uk

By Cheque

Please make all cheques payable to DWF LLP and send them to the Credit & Collections Team, DWF LLP, Scott Place, 2 Hardman Street, Manchester M3 3AA. Please indicate which Invoice Number(s) you wish to pay on the back of your cheque.

By Credit Card

To make a payment by credit card, please contact our Credit & Collections Team within Finance on +44 (0) 161 838 0099. Please ensure that you have your credit card details available along with the Invoice Number(s) you wish to pay.