



FEE SCHEDULE (2023)

All services above and beyond those agreed upon in a Professional Services Agreement, or services that make reference to the Individual Fee Schedule, are subject to the following fees:

REGULAR HOURLY RATE	\$250.00
TRAVEL HOURLY RATE	\$125.00
MAXIMUM DAY RATE	\$2,000.00

EXPENSES

AIR TRAVEL	Air travel costs are to be prepaid by the client prior to the start of travel. If expenses are not prepaid by the client, a 10.00% service charge will be applied.
HOTEL	Hotel costs are to be prepaid by the client. If expenses are not prepaid by the client, a 10.00% service charge will be applied.
RENTAL CAR	Rental car costs are to be prepaid by the client. If expenses are not prepaid by the client, a 10% service charge will be applied.
MEAL ALLOWANCE	Breakfast: \$21.90 Lunch: \$22.15 Dinner: \$54.40 Daily: \$98.45
MISCELLANEOUS TRAVEL EXPENSES	Taxis, ferries, parking, postage, long distance phone charges and related expenses will be billed at the conclusion of the trip.
MILEAGE	\$0.68/km
PHOTOCOPIES	\$0.10/page
SECURE DATA STORAGE	\$1.00/GB

*Rates are for work performed during normal working hours (Monday-Thursday 8:30 am to 4:30 pm PST). For emergency assistance, jobs which must be completed over the weekend, or consulting outside of normal working hours, 1.5 rates will apply.

**All rates listed on this schedule are in Canadian funds.

TERMS

An invoice and statement will be provided to the client at the end of each calendar month or upon completion of the contract/project, whichever comes first, or as agreed upon by the client and WCG. A retainer/deposit for the full amount included in a proposal/quote/estimate, as well as a contingency retainer of 25.00%, where applicable, must be paid prior to the start of service.

Payment is due upon receipt of invoice. Bills shall be considered delinquent if unpaid for more than 30 days after their issuance. Should they remain unpaid after 30 days, a monthly charge of 2.00% compounding interest will be applied to the outstanding balance. This late charge is applicable to the unpaid balance as of the due date.

Clients are asked to provide valid credit card information. If payment is not received within 60 days of receipt of invoice, the outstanding charges will be billed to the credit card.

All contracts or agreements with Wellesley Consulting Group (WCG) are entered into in the Province of British Columbia. Should it be necessary to collect on outstanding charges, any interest, penalties, legal fees, collection agency fees, or other costs incurred by WCG in an attempt to collect on past-due accounts will be added to the total amount owed by the client.

Clients will sign a Professional Services Agreement between WCG and their firm, company, or organization additionally agreeing to the above terms. Said agreement will serve as a binding contract.