

Exxapatent Billing Policy

ORIGIN OF BILLABLE COSTS

Billable costs involve official fees, attorney service costs, office costs and outside service costs.

PRE-WORK ESTIMATES

Tell us what you wish to do overall and we will be happy, free of charge, to provide you with estimates of cost and times when payments fall due to allow you to plan and gain approval for budgets. The estimates are dependent upon variation of Official Fees and of exchange rates.

AGREEMENT TO COST

We will undertake no work until and unless you are happy with and agree the actual or estimated cost in advance.

ATTORNEY SERVICES AND CAPPED INVOICES

Where we provide attorney service, the invoice for services is provided either:

- a) as a fixed cost, the amount of which we will tell you in advance.
- b) as a limited cost, which we will also tell you in advance, where the service involves hourly work charging. We will charge for the actual time if the charge for the work does not exceed the limited cost, and we will cap the cost at the limited amount should the cost of the work exceed the limited amount. Your highest cost is thus predictable.

OFFICIAL FEES

Where an action involves payment of Official Fees, we will inform you how much the Official fees will be. We may sometimes require that the fees be paid to us in advance. Under these circumstances, we can, if you wish, provide a separate invoice for the official fees.

OUTSIDE SERVICES

Outside services involve provision of services by others. Searchers, overseas attorneys, artists and office services are all examples of outside services. Outside services carry an element of variability. It is often not possible to predict in advance what they will cost. We will always try to minimize the cost. Where we receive a bill for services we instructed to an outside party on your behalf, we will add a fixed percentage mark up to cover exchange and office costs and invoice you the marked up amount.

TELEPHONE POSTAGE COPYING AND FACIMILE SERVICES

We will include postage, copying telephone and facsimile costs in any invoice.

PAYMENT

We prefer to receive payment by cheque.

We offer a standard 30 day term for payment, which can be extended by arrangement. We also offer individual arrangements for staged payments. Please contact us concerning capping and individual arrangements.

ACTUAL COSTS

Please consult the charging tables for each of our services to learn the actual cost of each service. The amounts indicated are subject to change because of exchange rate alterations and amendments of Fees from the various IP Offices and your invoice may differ from the amounts shown. Please contact us for confirmation of cost in advance. For foreign currencies, we invoice you the current exchange rate amount plus 8% to cover currency exchange costs.

Correct at 02 September 2009