

OUR REF: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

YOUR REF: { MERGEFIELD TK_PICOURTDETS_tkCOUNSELREF }

In the { MERGEFIELD TK_PICOURTDETS_tkCIVILCRT_name }
{ MERGEFIELD TK_PICOURTDETS_tkCIVILCRT_address }

Re: { MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_FORENAME_1 } {
MERGEFIELD LINKNAME_SURNAME_1 }

Claim No: { MERGEFIELD TK_PICOURTDETS_tkCLAIMNO }

ESTIMATE OF COSTS

Base costs to date

Attendance to client

Preparation and reviews

Letters out

Telephone calls

TOTAL

Disbursements: