

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: