

{INCLUDETEXT "C:\\Users\\adamb\\AppData\\Local\\OspreyDocuments\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

{ QUOTE { DATE \@ "d MMMM yyyy"} }

{ MERGEFIELD "FW_CN_MED_EXP_FW_CN_ME3_CON_title" } { MERGEFIELD
"FW_CN_MED_EXP_FW_CN_ME3_CON_forename" } { MERGEFIELD
"FW_CN_MED_EXP_FW_CN_ME3_CON_surname" }
{ IF { MERGEFIELD FW_CN_MED_EXP_FW_CN_ME3_CON_compname } = "" "{
MERGEFIELD FW_CN_MED_EXP_FW_CN_ME3_CON_address }" "{ MERGEFIELD
FW_CN_MED_EXP_FW_CN_ME3_CON_compaddress }" }

Dear { MERGEFIELD FW_CN_MED_EXP_FW_CN_ME3_CON_title } { MERGEFIELD
FW_CN_MED_EXP_FW_CN_ME3_CON_surname }

Re: Our Client: { MERGEFIELD "LINKNAME_FORENAME_1" } { MERGEFIELD
LINKNAME_SURNAME_1 }
Address: { MERGEFIELD CLIENT_HOUSE }, { MERGEFIELD
"CLIENT_POSTAL_TOWN" }, { MERGEFIELD
"CLIENT_POSTCODE" }
Date of Birth: { MERGEFIELD CLI1_ADD_INFO_FW_CLI1_DOB \@ "d" * Ordinal
} { MERGEFIELD CLI1_ADD_INFO_FW_CLI1_DOB \@ "MMMM
yyyy" }

You will no doubt recall having prepared a Medical Report dated { ASK repdate "Enter the date of the report." } { REF repdate \@ "d MMMM yyyy" * MERGEFORMAT } on the injuries sustained by our above-named client.

We have now reached the stage where the case is finally ready to be set down for Trial. At this stage the Defendants' Solicitors have not formally agreed your Report. It may be that they will do so, but we must assume that they will not at this stage.

Would you please provide us with the following:

1. A list of all of the dates that must be avoided if you are to attend Court to give oral evidence;
2. Your charges for attending Court, taking into account that the Trial will take place at { MERGEFIELD FW_CN_COURT_FW_CN_COURT_name };
3. Your cancellation charges for late notification that you are no longer required to attend Court.

We are obliged to supply the Court with these details by { ASK courtdate "Enter the date by which dates to Court must be supplied." } { REF courtdate \@ "d MMMM yyyy" * MERGEFORMAT }, and we would therefore be grateful to receive your reply as soon as possible.

Yours Sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }

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{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }