

# Client Care Letter & ToBs Review

Hunnings Consultancy Ltd

In mid-2019 the SRA announced that in its opinion most Client Care Letters were far too complex and confused clients. In the SRA's opinion, a lot of that could be put into the Terms of Business (ToBs). They gave guidance on what a Client Care Letter or Letter of Engagement should look like.

Whilst you are completely competent to draft these letters yourselves, we know from experience that this takes time and concentration. Sometimes you would prefer to get someone else to do this to allow you to get on with all the other tasks filling up your In Tray. Or you may find it easier to review a draft from someone else than create the draft in the first place.

We can help. We can carry out a remote review of your current Client Care Letter and Terms of Business and supply you with a suggested revision with tracked changes. It can never be completely definitive because we will never know all of your circumstances and in any event the documents will need to be adjusted to the circumstances of each matter to which they relate.

This is a project with a one-off charge payable up front.

## What we will do

**A remote review of your current Client Care Letter and Terms of Business and supply you with a suggested revised version with tracked changes. The review will be based on the documents and information that you send us by email.**

**All work is carried out remotely. Unless by separate arrangement.**

## Our Charges

**£185 + VAT**

(If you require us to revise more than one Client Care Letter an additional charge of £50 + VAT will be charged for each additional letter.)

Please feel free to contact us for more information or to discuss our other services.

### Contact Details



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