THE PRIVATE OFFICE

DISCREET. PERSONAL. HANDLED.

PRICE MENU

MONTHLY RETAINER

10 hours per month

£500 per month

The minimum monthly commitment, covering your core support each month.

ADDITIONAL HOURS

Blocks of 5 hours

£225 per block

Add as many blocks as you need on top of your retainer, at a reduced hourly rate.

Example monthly totals

HOURS PER MONTH	MADE UP OF	MONTHLY FEE
10 hours	Retainer	**£500**
15 hours	Retainer + 1 block	**£725**
20 hours	Retainer + 2 blocks	**£950**
25 hours	Retainer + 3 blocks	**£1,175**
30 hours	Retainer + 4 blocks	**£1,400**

How your hours can be used

Diary and inbox management

Travel planning and itineraries

Meeting, board and paper preparation

Event and hospitality arrangements

Personal and household administration

Terms

Payment in advance. Fees are invoiced and paid at the start of each month.

Expenses billed separately. Costs incurred on your behalf are charged on top of the monthly fee.

30 days' notice. After the minimum period, either party may end the arrangement with 30 days' written notice.

Minimum contract period of 3 months. All new arrangements run for at least three months.

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