



**VAN WEEGHEL DOPPENBERG KAMPS**

NOTARISSEN | JURISTEN | ADVISEURS

# Transparency in invoicing



## Van Weeghel Doppenberg Kamps ensures transparency in its invoicing

Van Weeghel Doppenberg Kamps attaches considerable value to careful and transparent communication. Before you engage our firm, we inform you clearly about our charges and our invoicing methods. This means you know exactly what you can expect and we can work deliberately towards the final goal.

This brochure contains all the necessary information about our firm, the way in which our invoices are drawn up, and how we deal with the invoicing process. If after reading this brochure you have any further questions, please do not hesitate to contact us.

## Our approach

Our firm employs qualified and dedicated staff who permanently refresh their knowledge and professional competency in the various fields of notarial business in which we operate: family law, property law and corporate law.

Every employee is conversant with the latest legislation and regulations. As a result we can efficiently deal with any question or assignment you entrust to us. We also attach considerable value to a personal, correct and friendly approach.

In order to acquire an objective picture of the competences we offer, our firm is regularly inspected on a voluntary basis by the Financial Supervision Office (Bureau Financieel Toezicht) and the Dutch Royal Notarial Association (Koninklijke Notariële Beroepsorganisatie). For years, the results of these inspections have been very positive. On several occasions, our firm has been awarded a 'Quality Certificate' from the Notarial Association.



## International

Our firm is affiliated to Lexunion, a European network and collaborative venture of civil law notaries, fiscal specialists and attorneys at law. As a consequence, we have access to a large and excellent European network of fellow lawyers in Germany, Belgium, France, Luxembourg, Italy, Spain and Switzerland.

Van Weeghel Doppenberg Kamps has a specific Germany Section where our specialists advise Dutch nationals living in Germany and German nationals who are required to deal with notarial matters in the Netherlands, and assist them in all our specialist fields of law. We are also able to provide our full range of services in German. Our firm is renowned for its knowledge and experience of cross-border notarial services between Germany and the Netherlands.

## Our charges

Knowledge and experience are essential for the correct handling of your assignment. Depending on the complexity of the case, the experience of the staff member and the importance of the transaction, higher or lower rates may be charged. For urgent work or if activities are undertaken outside office hours (at the weekend or in the night-time), additional charges may be levied. You are always informed in advance of these additional rates. The specific charge applicable for your dossier will be notified to you, when we receive your instructions.

## No office surcharge

Many other firms impose a surcharge over and above the specified rates, for non-specific additional costs. This is known as the office surcharge. Van Weeghel Doppenberg Kamps does not employ a system of office surcharging.

## Structure of your invoice

Generally speaking, your invoice from Van Weeghel Doppenberg Kamps consists of the applicable rate (also known as the 'fee'), disbursements and VAT.

## Disbursements

If our firm is required to pay costs to third parties on your behalf, these will naturally be charged on to you. This for example applies to: court fees, land registry charges, access to various registers for verification of personal details or legal entity details and chamber of commerce costs. These costs are known as 'disbursements'. Certain of these disbursements are subject to VAT, while others are untaxed.

## VAT (turnover tax)

The services of a firm of civil law notaries are subject to 21% VAT. This means that our rates and any disbursements subject to turnover tax must be raised by the 21% VAT rate. If the VAT rate is altered, this altered rate will be charged to you.

## Travel expenses

Mileage costs are not charged. Travelling hours are however invoiced.

## Time units

Every member of staff keeps a precise record of the time he or she spends working on your behalf. We work with time units of six minutes. For a short telephone call, the (minimum) charge is a single six-minute time unit, even if the call is actually shorter. After all, each telephone call must be correctly processed, for example by adding a note to a dossier, or some other administrative task.

## Different staff members working on your case

It is possible that several different staff members will work on your case. For example: for simple tasks, a very experienced member of staff may call in a less experienced colleague to keep the costs for you as low as possible. The opposite sometimes also applies: a less experienced member of staff may call in a more experienced colleague to deal with a complex issue, so that the matter is dealt with more quickly.

## Change of handling staff

Due to unforeseen circumstances (for example illness) it is possible that the person handling your case will change. The time the new member of staff needs to familiarise him or herself with your case will of course not be charged on.

## Invoicing and payment

Except if another agreement is reached with you, (interim) invoices will be sent to you each month, for the time spent on your case up to that date. On request, we can send you a fully specified invoice.

All invoices must be paid within 14 days. In certain cases, payment must be made sooner. For example, payment must have been received at the latest by the time a deed has to be signed.

If your case is concluded early, you will be charged according to the rate applicable for the work undertaken, plus any disbursements and turnover tax.

In the event of overdue payment, we are authorised to suspend our services until full payment has been made. If you still fail to pay, in addition to any collection costs, our firm will also charge interest at the statutory rate.

## Advance payment

We may request an advance payment before starting work on your case. This advance payment will be set off against the final invoice, at the end of the assignment.

## Fixed charge agreement

In many cases it is possible for us to inform you in advance of the costs we expect to charge. Certain elements of the services we provide are of a relatively uniform character, and recur on a regular basis. In a situation of this kind, it can improve transparency and be more cost effective to arrive at a fixed charge agreement.

With a fixed charge agreement, we lay down clearly what you can expect from us, and which services are or are not included in the fixed price. This means that all parties know what they can expect.

## WWFT

The Anti-money Laundering and Counterterrorism Financing Act (WWFT) imposes a number of obligations on our firm. For example we are required to carry out a client assessment. We are obliged to identify clients and any other parties involved in a transaction. Our firm is also required to notify any unusual transactions to the Financial Intelligence Unit – Nederland (FIU).

## General Terms and Conditions

All work undertaken by our firm is subject to our General Terms and Conditions, which include a limitation of our liability. You will receive a copy of our General Terms and Conditions with your order confirmation. A copy of our General Terms and Conditions is also available on our website [www.vwdknotarissen.nl](http://www.vwdknotarissen.nl).

For any questions, please contact:

**Phone** +31 (0) 314 37 22 22  
**E-mail** [info@vwdknotarissen.nl](mailto:info@vwdknotarissen.nl)

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Keppelseweg 1  
7001 CE Doetinchem  
+ 31 (0) 314 372222  
[info@vwdknotarissen.nl](mailto:info@vwdknotarissen.nl)  
[www.vwdknotarissen.nl](http://www.vwdknotarissen.nl)