



If you are not a client or prospective client please read this:

### Commercial / Sales / Research / Advertising calls

You will be aware that solicitors charge for their time. If I require your services, I will contact you. I do not wish to receive unsolicited commercial enquiries. If you wish to send me information you may do so using the email address [Solicitorweb@Colley.co.uk](mailto:Solicitorweb@Colley.co.uk) . If I am interested I will contact you. Please do not call to ensure that I have received it.

All my telephone numbers are registered with the Telephone Preference Service.

If you do telephone, then it will be you accept that you will be on a chargeable basis and an invoice for £25 plus VAT (£30 plus VAT on Thursdays and Fridays) will be generated and sent to your office for payment.

Not only will your call prevent us from working but often we have to pay an answering service to receive it.

### Non-clients/other solicitors/other professionals

In order that we can process our work the office is not open to telephone callers on Thursdays and Fridays except in emergencies. If you do call within those times, it will be on the basis that you are prepared to meet the extra cost involved.

If you email requesting a call back on Thursdays and Fridays, the same principle applies.

Messages left with our answering service on Thursdays and Fridays are subject to a standard charge of £30 plus VAT.

This information is also contained in the footer of each of our emails. So if you have received an email from us you will be aware of this proviso.

If you have read this, you will appreciate that these costs are totally avoidable and so I urge your cooperation.

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