

# FEE STRUCTURE



[www.christieinsurance.com](http://www.christieinsurance.com)

Our normal income is derived from the commission received from Insurers on policies placed with them, but there are circumstances where we will make further charges:

1. An administration charge of usually no more than £150 may be made on new business and renewals, and £25 on mid-term alterations. There are, however, occasions when a charge might exceed £150 and on these occasions we will advise you in advance of these charges. All charges will be advised in the documentation we supply.
2. A duplicate certificate charge of up to £25 in addition to any charge made by the insurance providers.
3. Any request from you asking us to provide a letter detailing your claims experience will incur a charge of up to £25.
4. Reminder letters we have sent for payments not received within our credit terms will incur a charge of £25.
5. Any unpaid cheques or re-presentation of a cheque will incur a charge of £25.00 per transaction.
6. If we have to cancel and reissue a cheque, a charge of £25 will be made.
7. To copy any of your files, for any reason, is £1 per page but will cost you no more than £150 per file.

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