



MS Pain Management LTD

Correspondence address:
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Dr Michael A Stafford MB, MD FFARCSI, FFPMCAI
Consultant in Anaesthesia and Pain Medicine
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Thursday, 22 January 2026

Instructing Solicitor
Address

Dear Sirs

Re:

Thank you for your request for a medico-legal report on above client.

I am happy to accept your instructions upon the following terms:

1. Subject to the availability of your client, I will aim to examine your client within six weeks of the date of this letter.
2. Subject to timely provision of information I will aim provide an expert report within six weeks of the examination of your client.
3. I will send you a copy of my appointment letter to your client.
4. I require you to provide me with your client's medical records at your expense **prior to the appointment** (if not enclosed with your instructions).
5. My fees are based upon an hourly rate of £375 to include examination, perusal of medical records and preparation of my report. An estimate of the fee to be charged will be provided on request.
6. Usually pain management instructions relate to complex cases. Typically four to eight hours of my professional time is required to examine a claimant, review all documents and prepare the final document.

7. If your client cancels the appointment giving less than 48-hours notice, or fails to attend, I may charge a cancellation fee of £150.
8. If I am asked to appear as an expert witness in a court case, my fee will be £1,200 per half day, plus any expenses that I incur for travelling, overnight accommodation etc.

9. Court Cancellation Fees

If pre-arranged allocated court appearance dates are cancelled the following scale applies:

- Cancellation within 14 days (2 weeks) = 50% of total court fee of £1200 per half day will be payable.
- Cancellation within 7 days (1 week) = 100% of total court fee of £1200 per day will be payable.

10. My fee for attending a case conference will be £375 per hour from the time that I leave my rooms, until the time that I return.
11. My fees are not subject to assessment and are not dependent upon the successful outcome of the case.
12. All fee notes are payable within 28 days.

Unless I hear from you to the contrary within seven days you will be deemed to accept the above terms and conditions

Yours Sincerely

Dr Michael Stafford MB, MD, FFARCSI, FFPMCAI
Consultant in Anaesthesia & Chronic Pain Management