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| **File Summary Sheet** |
| **Private Client** |
| Fixed Fee / Estimate | £ |
| **Legal Help** |
| Date signed |  | Claimed | YES / NO |
| **Legal Aid** |
| Certificate date: |  |
| Ref: |  |
| Costs limit / Scope: |
| **Six monthly** **costs update reminder dates** |
| / / | / / | / / |
| / / | / / | / / |
| **Key Dates** |
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| **File review dates** |
| / / | / / |
| **Undertakings** |
| To: |  |
| Details: |  |
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| Date given: |  |
| Date discharged: |  |

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| **DISBURSEMENTS** |
| **Date** | **Amount** | **Paid** |
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| **Special client requirements or other key information** |
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