

Calculating, Invoicing and Reporting Volume Discounts

In order to ensure a consistent and accurate approach to volume discounts as part of the NSW Government Legal Services Panel, the following instructions have been issued.

Calculating Volume Discounts

- Once the volume discount threshold has been reached, volume discounts are to be applied to all NSW Government Agencies billings, including professional fees, and disbursements (ex GST) incurred by entities related to the firm for matters classified as panel matters under the NSW Government Legal Services Panel.
- Volume discounts are to be applied to landlord and mortgagee legal fees, but not to landlord and mortgagee disbursements.
- Volume discounts are not required to be applied to other third party disbursements, including barrister and expert fees
- Volume discounts are not required to be applied for matters classified as off-panel engagements.
- Volume discounts are not required to be applied for matters classified as 'previous panel', with the exception of any volume discount agreed as part of the previous panel agreement.
- Volume discounts are not required to be applied to fees for workers compensation matters (Sub Panel 3e) given these fees are fixed by legislation.

Invoicing Volume Discounts

- When providing an invoice, volume discounts must be included as a separate line item. Volume discounts must not be embedded within the hourly rates included on the invoice. This ensures that the rate on the invoice matches agreed rates and that the volume discount is not over or under discounted due to the rounding of hourly rates.

Reporting Volume Discounts

- The monthly and quarterly billing reports include a field for volume discount saving. Only include the volume discount amount within this field. Any other discount types or fee reductions are not to be included within this field.
- Hourly rates in the reports are to reflect the agreed hourly rates and must not include the volume discount amount embedded within the rate.
- Non-compliance with these requirements will result in a request to re-submit the report.



Please ensure these instructions are followed for all future invoices and reporting submissions.

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24 March 2017