Akasaka International Law, Patent and Accounting Office

Time Charge Policies

By engaging with Akasaka International Law, Patent and Accounting Office ("the firm") under a time charge system, the client agrees to be charged under the following policies.

1. The agreed hourly rate (35,000 yen for non-retainer clients and 30,000 yen for retainer clients) is divided and charged in 6-minute increments. (0.1 time unit = 6 minutes)

2. All correspondences received by and sent by the firm are charged at least as 0.2 time unit each. This includes CCs, BCCs, and correspondences with any collaborators and 3rd parties regarding the case.

3. All invoices will include a Time Charge Particular outlining the correspondences and tasks undertaken for the relevant invoice.

4. The firm has discretion to decrease the time charge calculation for any invoice as it deems appropriate.

5. No break-down of the time units will be shared to the client in the Time Charge Particular. Only the total amount will be shown.

6. The client may propose in advance how much time the firm the permitted to spend during any given time period. The firm may agree or disagree depending on the circumstances. The firm may compromise its services in order to meet the client's request when possible.

7. The client is welcome to discuss any concerns regarding the time charge with the firm. However, when a consensus cannot be reached, the firm may withdraw from the matter.

8. The client is to pay invoices within 2 weeks from receipt.