**GROVE MEDICAL CENTRE**

**LIST OF CHARGES FOR COMPLETING NON-NHS WORK**

**WITH EFFECT FROM 1ST NOVEMBER 2019**

**‘TO WHOM IT MAY CONCERN LETTERS’ FROM: £35.00**

**COMPLEX FORMS/LETTERS FROM: £65.00**

**EXAMPLES OF TYPES OF FORMS INCLUDED:**

TRAVEL CANCELLATION CLAIM FORMS

 PAPERWORK COMPLETION RE POWERS OF ATTORNEY OR COURT DEPUTYSHIP

 COMPLETION OF PRE-EMPLOYMENT MEDICAL PRO-FORMAS

**OTHER LETTERS OUTSIDE THESE EXAMPLES MAY BE CHARGED AT AN INDIVIDUAL TARIFF WHICH WILL BE DECIDED ONCE THE LETTER HAS BEEN SEEN BY THE CLINICIAN.**

**PAYMENT WILL BE REQUIRED IN ADVANCE OF WORK BEING UNDERTAKEN IN ALL CASES, EITHER BY CASH, CHEQUE OR CARD. CHEQUES SHOULD BE MADE PAYABLE TO: ‘THE GROVE MEDICAL CENTRE’.**

**WE AIM TO HAVE ALL REQUESTED PAPERWORK COMPLETED WITHIN 21 DAYS.**

**REVISED 16/10/2019**