Carter Jonas

Administration Fee Schedule

Last updated: August 2026

1 Introduction

1.1 This Administration Fee Schedule sets out the administration fees payable to Carter Jonas LLP (**Carter Jonas**, **we**, **our** or **us**) by our approved suppliers in connection with works and services they carry out for our clients on our clients' behalf.

1.2 The administration fee arrangements form part of our standard *General terms and conditions for Carter Jonas approved suppliers* (the **Approved Supplier Terms**), which are available at https://www.carterjonas.co.uk/policies/terms-and-conditions.

1.3 This Schedule also gives our clients transparency about the administration fees we receive from approved suppliers when we engage those suppliers on our clients' behalf as our clients' managing agent. The disclosure of these fees in our Letter of Engagement for each client and standard Terms of Engagement (available at the same web address) cross-refers to this Schedule.

2 How the administration fee works

2.1 The administration fee is paid by the supplier to us either:

(a) deducted at source – i.e., we deduct the administration fee from the amount we pay the supplier on the client's behalf (where we are arranging payment); or

(b) invoiced separately – i.e., we invoice the supplier separately (as set out in the Approved Supplier Terms).

2.2 The applicable payment method is set out in paragraph 4 below for each part of our business.

3 Administration fee rates by Carter Jonas business division

3.1 The administration fees payable to us in connection with each contract entered into between a supplier and our client are as follows:

Carter Jonas business division	Administration fee rate (plus VAT)	Payment method
Commercial	No charge is currently applied	N/A
Residential	10% of charges invoiced to the client	Deducted at source
Rural	No charge is currently applied	N/A
Infrastructure	1.5 of charges invoiced to the client	Invoiced separately; usually quarterly.

3.2 The relevant business division will be identified in the work order or statement of work issued by us (acting on the client's behalf as the client's managing agent) to the supplier.

4 Updates to this Schedule

4.1 We may update this Schedule from time to time – for example, to amend the divisional rates or the payment method, or to add or remove business divisions.

4.2 Under the Approved Supplier Terms, any change to this Schedule will:

(a) take effect on not less than 30 days' written notice to our approved suppliers; and

(b) apply only to contracts entered into between a supplier and one of our clients on or after the date the change takes effect – existing contracts will continue under the rate that applied at the date the contract was entered into.

5 Questions

5.1 If you have any questions about this Schedule, please contact us at supplychain@carterjonas.co.uk.