

Sample fee schedule template:

Item	Description	Rate/Amount
Base Fee	Fixed fee for basic services	\$X,XXX
Hourly Rate	Additional work or services beyond the base fee	\$XXX per hour
Travel Expenses	Reimbursement for travel costs	Actual cost
Overhead Costs	Indirect costs such as administrative expenses	XX% of total fee
Contingency Fee	Reserve amount for unexpected expenses	XX% of total fee