

# ISPS for RAF Invoice and motivation

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To calculate an appropriate itemised consultation fee invoice for a fully paginated, indexed, referenced, and tabulated Strategic Plan totalling 54 A4 pages, we need to consider several factors, including the complexity of the work, the expertise required, market rates in South Africa for strategic planning and legal research, and the time and effort involved. Below is a detailed breakdown of the calculation process, followed by an itemised invoice.

## 1. Factors for Fee Calculation

The Strategic Plan involves research and development (R&D) for RAF claims, a Deed of Trust, a business plan, funding strategies, and a table of references, requiring expertise in legal, financial, and strategic planning domains. The following factors are considered:

### Complexity and Expertise:

- The plan integrates legal analysis (RAF Act, case law), financial projections (business plan), and funding strategies (UN agencies, foundations, corporates).
- It requires advanced knowledge of South African law, nonprofit governance, and international funding landscapes.
- The document is fully paginated, indexed, referenced, and tabulated, adding to the complexity.

### Time and Effort:

- Researching statutes, case law, and funding sources.
- Drafting detailed sections (e.g., Deed of Trust, business plan, motivation to Minister).
- Structuring and formatting (pagination, indexing, referencing, tabulation).
- Estimated time: 54 pages at 2–3 hours per page (complex content) = 108–162 hours.

### Market Rates in South Africa (2025):

- Strategic planning consultants: R1,500–R3,000/hour (senior level, legal/financial expertise).
- Legal research and drafting: R2,000–R4,000/hour (senior advocate or legal consultant).
- Nonprofit and funding strategy expertise: R1,800–R3,500/hour.
- Average rate for this project: R2,500/hour (blended rate for mixed expertise).

## Value-Added Components:

- Pagination, indexing, referencing, and tabulation add 10–15% to the base fee due to additional effort.
- Comprehensive referencing (statutes, case law, funding sources) enhances the plan's credibility and usability.

## Total Pages and Deliverables:

- 54 A4 pages, including:
  - Legal framework (RAF claims, statutes, case law).
  - Deed of Trust (legal structure, tax relief provisions).
  - Business plan (advertising, marketing, political activism, financial projections).
  - Funding strategies (UN agencies, foundations, corporates, NGOs).
  - Table of references and indexes.
- Deliverables are fully formatted, indexed, and referenced, justifying a premium fee.

## 2. Time Estimation

### Research and Analysis:

- Legal framework (RAF claims, statutes, case law): 20 hours.
- Deed of Trust (legal structure, tax relief, motivation): 15 hours.
- Business plan (financial projections, marketing, advocacy): 25 hours.
- Funding strategies (UN agencies, foundations, corporates): 20 hours.
- Table of references and indexes: 10 hours.
- Total research time: 90 hours.

### Drafting and Structuring:

- Drafting 54 pages at 1 hour per page (complex content): 54 hours.
- Structuring (pagination, indexing, referencing, tabulation): 18 hours (33% of drafting time).
- Total drafting time: 72 hours.

### Total Time:

- Research (90 hours) + Drafting (72 hours) = 162 hours.

### 3. Fee Calculation

#### Base Fee:

- Hourly rate: R2,500/hour (blended rate for legal, financial, and strategic expertise).
- Total hours: 162 hours.
- Base fee = 162 hours × R2,500/hour = R405,000.

#### Value-Added Premium:

- Pagination, indexing, referencing, and tabulation: 15% of base fee.
- Premium = R405,000 × 15% = R60,750.

#### Total Fee (Excluding VAT):

- Base fee + Premium = R405,000 + R60,750 = R465,750.

#### VAT (15%):

- VAT = R465,750 × 15% = R69,862.50.

#### Total Fee (Including VAT):

- Total = R465,750 + R69,862.50 = R535,612.50.

### 4. Itemised Invoice

Below is the itemised consultation fee invoice, formatted for clarity and compliance with South African invoicing standards.

# INVOICE

**Invoice Number:** STRAT-2025-001

**Invoice Date:** 17 February 2025

**Due Date:** 17 March 2025

**Supplier:**

**Dr. Izak Labuschagne**  
**International Strategic Planning services**  
<https://isps.space>

**Address:**

The Mission  
Natanara,  
Espiritu Santu ]  
Vanuatu

**VAT Number:** [VBN MI DPD 1007737]

**Client:**

**Road Accident Victims Support Trust**

**Address:** [Client Address]

**Contact:** [Client Contact Details]

Description	Hours	Rate (ZAR)	Subtotal (ZAR)
<b>Research and Analysis</b>			
Legal framework (RAF claims, statutes, case law)	20	2,500	50,000.00
Deed of Trust (legal structure, tax relief, motivation to Minister)	15	2,500	37,500.00
Business plan (financial projections, marketing, advocacy)	25	2,500	62,500.00
Funding strategies (UN agencies, foundations, corporates, NGOs)	20	2,500	50,000.00
Table of references and indexes	10	2,500	25,000.00
<b>Subtotal (Research)</b>	<b>90</b>		<b>225,000.00</b>

<b>Drafting and Structuring</b>			
Drafting Strategic Plan (54 A4 pages, complex content)	54	2,500	135,000.00
Structuring (pagination, indexing, referencing, tabulation)	18	2,500	45,000.00
<b>Subtotal (Drafting)</b>	<b>72</b>		<b>180,000.00</b>
<b>Base Fee (Research + Drafting)</b>	<b>162</b>		<b>405,000.00</b>
<b>Value-Added Premium (15%)</b>			<b>60,750.00</b>
<b>Total Fee (Excluding VAT)</b>			<b>465,750.00</b>
<b>VAT (15%)</b>			<b>69,862.50</b>
<b>Total Fee (Including VAT)</b>			<b>535,612.50</b>

### Payment Terms:

- Payment due within 30 days of invoice date.
- Bank details: [NAB Izak Labuschagne BSB 084 4001 Acc 361 56767879].
- Reference: Invoice Number STRAT-2025-001.

### Notes:

- The Strategic Plan includes 54 A4 pages, fully paginated, indexed, referenced, and tabulated, covering RAF claims, Deed of Trust, business plan, funding strategies, and references.
- The fee reflects the complexity, expertise, and value-added components of the deliverables.
- All amounts are in South African Rand (ZAR).

## 5. Justification of Fee

### Complexity and Expertise:

- The plan integrates legal research (RAF Act, case law), nonprofit governance (Deed of Trust), financial projections (business plan), and funding strategies (UN agencies, foundations), requiring senior-level expertise.
- The hourly rate (R2,500) is within market norms for South African consultants with legal and strategic planning skills.

## Time and Effort:

- 162 hours is a reasonable estimate for 54 pages of complex content, including research (90 hours) and drafting/structuring (72 hours).
- Pagination, indexing, referencing, and tabulation (18 hours) enhance usability, justifying the 15% premium.

## Market Alignment:

- Senior consultants in South Africa charge R1,500–R4,000/hour for similar work, with R2,500/hour being a fair blended rate.
- The total fee (R535,612.50, including VAT) aligns with industry standards for a 54-page strategic plan with legal and financial components.

## Value to Client:

- The plan provides a comprehensive roadmap for RAF claimant support, including legal, financial, and advocacy strategies.
- It enhances the trust's ability to secure funding, advocate for reforms, and support beneficiaries, delivering long-term value.

## 6. Considerations for Negotiation

### Discounts:

- If the client is a nonprofit with limited funds, consider a 10–15% discount (R53,561.25–R80,341.88), reducing the total to R455,050.62–R482,051.25 (including VAT).
- Offer pro bono hours for future updates or advocacy work to build goodwill.

### Payment Plans:

- Offer installment payments (e.g., 50% upfront, 50% within 60 days) to ease cash flow constraints.
- Ensure clear terms in the invoice to avoid disputes.

### Scope Adjustments:

- If the client requests a reduced scope (e.g., fewer pages or sections), adjust hours and fees proportionally.
- For example, reducing to 40 pages may lower hours to 120, reducing the fee to R397,500 (excluding VAT) + R59,625 (VAT) = R457,125.

## 7. Conclusion

The itemised consultation fee invoice totals R535,612.50 (including VAT) for a 54-page Strategic Plan, reflecting 162 hours of research, drafting, and structuring at R2,500/hour, with a 15% premium for value-added components. The fee is justified by the complexity, expertise, and market rates in South Africa, delivering significant value to the Road Accident Victims Support Trust. Negotiation options (discounts, payment plans) can be explored to accommodate client needs.

### **Disclaimer:**

*ISPS is not a lawyer or financial advisor; please consult professionals.*

*Don't share information that can identify you.*