**MHM Wales  
Appointment of a Professional Independent Advocate (PIA) Agreement**

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| --- | --- |
| Date: |  |
| Name of Client: |  |
| Our Ref: (if applicable) |  |
| **Purchase Order Number\*** |  |

*\*A valid Purchase Order Number must be clearly quoted otherwise the referral will be rejected. A valid PO is a PO that has been raised to a sufficient value to cover that engagement; use of an old PO number will not be valid and cause payment to be delayed.*

Dear Sirs

Thank you for requesting MHM Wales to undertake the role of PIA for the above mentioned client.

As agreed you will pay for this service at a rate of £30.00 per hour for all work plus mileage rate of 45p per mile. A one off £30.00 central administration charge is payable for each authorisation received to cover initial administration duties in processing the authorisation and all invoicing work associated with the authorisation.

Supervisory Bodies should forward the authorisation paperwork to us directly unless you are acting upon their behalf. This can be received by secure email sent to [imca@mhmwales.org](mailto:admin@mhmwales.org) or by posting to our address at the bottom of this page.

Invoices and reports will be sent to you on a monthly basis unless you request them to be sent to the Supervisory Body. Reports are usually sent as part of the invoicing process and will include the following details:

Client Contact time (including dates), Travel Time, Mileage, Administrative duties (reading documentation, telephone calls, writing case notes and reports, etc.).

**Please sign below to confirm acknowledgement and agreement of the above. Please notify us of any changes required to this agreement.**

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| --- | --- | --- | --- |
| **Name:** |  | | |
| **Designation:** |  | | |
| **Signature:** |  | **Date:** |  |