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[www.trustguard.org](http://www.trustguard.org)

## FEE SCHEDULE

	Hourly Rate
Agency Directors	\$110.00
Senior Financial Manager	\$110.00
Financial Manager	\$ 85.00
Trust Administrator	\$ 85.00
Financial Assistant	\$ 65.00
Financial Support	\$ 65.00
Bookkeeper	\$ 65.00
Senior Property Manager	\$110.00
Property Manager	\$ 85.00
Real Estate Administrator	\$ 75.00
Senior Case Manager	\$110.00
Field Case Manager	\$ 85.00
Case Management Assistant	\$ 65.00
Case Management Companion	\$ 40.00
Office Manager	\$ 65.00
Executive Assistant	\$ 65.00

## BILLING PROCEDURES

Guardianship Services of Seattle staff bill for their time at the hourly rates stated above. Guardianship Services of Seattle's billing philosophy is to strive to maintain a low hourly rate, to delegate work as much as possible to staff with lower hourly rates who have the necessary skills to complete the task, and to show all activity on regular statements. Hourly rates are based on the skills and training of the staff and the demands of the work that staff member ordinarily performs. Billing statements are prepared monthly.

Guardianship Services of Seattle bills certain activities such as deposits, checks written and asset transfers as transaction charges at the rate of \$8.00 per transaction. These charges appear on the monthly billing.

For springing powers of attorney, testamentary trusts or other unfunded trusts, stand-by guardianships, and other arrangements in which we are named for future planning purposes, GSS requests an initial fee of \$250.