

Filing Instructions for *The Costs & Fees Service*
Release 204

Instructions for insertion

Release 204 should be inserted in the binder as indicated below. The pages listed in the left hand column should be removed from the binder and replaced by the pages listed in the right hand column. Where pages for insertion include a blank page, this page is intentionally blank. Please see below for detailed instructions.

<i>Remove old pages</i>		<i>Insert new pages</i>
	Preliminary pages	
Filing Instructions 1 to 2		Filing Instructions 1 to 2
Checklist of pages 1 to 4		Checklist of pages 1 to 4
	Service Information	
Master contents list 3 to 4		Master contents list 3 to 4
Release Bulletin 5 to 6		Release Bulletin 5 to 6
Missing Pages Request 11 to 12		Missing Pages Request 11 to 12
	Benefits	
Contents page		Contents page
Means tested benefits 1 to 4	*page 4 is Tax credits	Means tested benefits 1 to 4*
Tax credits 5 to 6		Tax credits 5 to 6
Non means tested benefits 9 to 14		Non means tested benefits 9 to 12
Statutory maternity pay 15 to 16	*page 14 is statutory sick pay	Statutory maternity pay 13 to 14*
Statutory sick pay 17 to 18		

Subscribers may wish to keep past bulletins for their own reference

Subscription and editorial enquiries

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