

Standard terms and charges

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Am I the right person?

I will always try to help where I can. But some specialist work is regionally-specific, and I'm not always going to be the right person for the job. In some cases, I will be able to complete an assessment report but might recommend that further analysis be done by someone with a more in-depth knowledge of a particular aspect of an assemblage. Please do not be offended if I say I can't take a project on: the most crucial skill for an archaeological specialist is knowing the limits of your own expertise.

What do you want me to do?

You may not quite be sure what services you require. I am always happy to discuss requirements and suggest strategies; I offer informal advice over email, or a 20-minute phone/Zoom consultation free of charge.

Getting a quote

In order to give you a prompt and accurate quote, I need to know:

- Where the site is, and what you're doing there.
- How much material you have: finds to analyse, objects to draw. Counts are essential; weights are helpful if available, as they give an indication of condition.
- Whether finds are clean — this is always preferable, but if you don't have the facilities I can quote for processing.
- How soon you need the completed product.
- The level of work required: is this a post-ex assessment? Or full analysis for archive/publication?

Rates

I undertake a variety of archaeological work, and my rates vary according to the complexity of the work, the resources needed, and the expertise required. My typical standard ranges for freelance work are as follows:

Task	Hourly rate	Daily rate
Archaeological finds assessment/analysis	£47 - £60	£350 - £450
Archaeological finds: rapid turnaround*	£55 - £67	£412 - £500
Archaeological finds: 20% discount for voluntary/community groups	£38 - £48	£285 - £360
Illustration of archaeological finds for publication	£38 - £48	£285 - £360
Outreach and education	£47 - £60	£350 - £450

**In most cases, I prefer at least 4 weeks between enquiry and delivery date for projects under 16 hours in length. For projects over 16 hours, 6 weeks' notice is ideal. However, I know that sometimes archaeology moves at a faster pace: you may need a rapid turnaround to meet a planning deadline, or to inform the next stage of work. Subject to availability, I offer a rapid turnaround at a 20% premium to cover the costs of antisocial hours or disruption to existing programmes.*

I am a passionate advocate for the importance of voluntary and community archaeology, so offer a 20% discount for self-funding community groups, and small heritage organisations/trusts.

For reconstruction drawings and more complex illustration projects, contact me for a quote: each such project is unique, and I prefer to determine a fixed cost.

Want me to do regular work?

If you expect to have multiple small projects for me over a prolonged period, I can offer a 10% discount on a retainer for a fixed number of days, with any unused time rolling over into the next period.

Requirements

For archaeological finds work, I require the following before commencing:

- Background information on the site — this could be a WSI, DBA, or post-ex assessment;
- Basic context info and (if available) a stratigraphic matrix and preliminary phasing.
- Any information on how the material you're sending me fits into the story of the site: for example, if this is a group of Mesolithic flint from an otherwise Roman site.
- Any preliminary comments or thoughts, from your own knowledge or from other specialists.
- Acceptance of the quote and any deadline for delivery in writing.
- Finds to be clean enough to analyse: dirty finds can slow the process significantly.

I allow time within each quotation for one round of major revisions, and a further round of minor edits. Beyond this, further requirements will be charged at the hourly rate set out above.

Completion and payment

Archaeology is a variable pursuit, and there may be occasions where factors beyond my control cause delays. In the event of any unforeseen issues, I will always notify you as soon as possible.

Completion will be once you are happy with the work, or 5 working days from submission of what I consider to be the final version if no reply is received.

Invoices will be issued upon completion, and BACS payment is due 30 days after completion (NET 30). In line with government guidance (<https://www.gov.uk/late-commercial-payments-interest-debt-recovery/print>), late payments may be subject to a recovery cost fee and have interest added at the statutory interest rate (8% + the Bank of England base rate at the time of issue).

If you are a new client and/or a newly-established organisation, I may issue watermarked and password-protected files until payment is received - this will ensure you have access to the information you need, but offers me some protection.

In some cases, for in-person events (eg talks, lectures, workshops), I can accept payments by credit or debit card. Let me know in advance if you'd like to pay this way.

Publicity

I believe in clear, prompt communication of archaeological work, including sharing information about the process 'on the fly'. But I understand that some projects require discretion for reasons of security or client confidentiality. And where material can be shared, you may wish to retain control over the timing and messaging of publicity. I ask clients to choose one of 3 options:

1. Permission to share work in progress and resulting knowledge on social media platforms. (NB: unless explicitly granted, this will not include precise site location, but will be limited to, for example, '*pottery excavated by ABC on a recent excavation in Shropshire*'.)
2. Permission to create or assist with the creation of content to be shared only at the client's discretion, i.e. on the client's own social media, or on my own channels after a date specified by the client.
3. No permission to share or discuss the work publicly.

Sustainability

I am committed to sustainable ways of working. My workspace is powered by solar energy, and transport of finds and work-related travel is — wherever possible — undertaken by e-cargo bike or public transport; where car transport cannot be avoided, I use a fuel-efficient hybrid.

Finally...

In addition to my specialist work, I am a part-time PhD student and have a young family. There may be times when I'm unable to take on more work, and times when I'm slow to respond. I do my best! Take care,

Rob.