

A guide to Envoy's one-off urgency and late fees

If your patent is urgently close to its renewal due date, or is overdue, Envoy will apply a one-off urgency or late fee to your renewal payment. Here is a quick guide to how our urgency fees are applied.



A low, one-off fee

We understand that placing an urgent or late instruction sometimes can't be avoided. But when a late renewal incurs official late fees as well as fees from your renewals provider, it can be difficult to keep track of what you are being charged. That's why we keep things simple by applying a **fixed, one-off fee** to any urgent or late instruction.

Our urgency/late fee is applied if the patent renewal is either critically close to the renewal date (i.e. urgent), or if the renewal is overdue and has entered the grace period. If an urgent renewal subsequently enters the grace period (for example, if we receive instruction too late to allow for sufficient processing time) the fee will only ever be applied once.

We strive to keep our urgency/late fee at a very competitive rate - in fact, we believe our fee is one of the lowest on the market.

When do Envoy's urgency/late fees apply?

A fee is applied when a patent renewal:

- is instructed within 7 working days prior to the renewal due date (calculated in GMT time zone); or is overdue and has entered the grace period.

Please note that our urgency/late fee is additional to any official late fees charged by the relevant patent office. This fee is also separate to any additional costs that may be charged by our suppliers due to late instruction.

Official late fees and other charges

When a patent renewal enters the grace period, an official late fee is charged by most (but not all) patent offices. Official late fees vary widely depending on the territory and lateness of the renewal.

Envoy's published prices always automatically include the total cost of an urgent or late renewal, including:

- the official fee
- any official late fees; and
- Envoy's standard urgency or late fee when applicable.

We will also advise of any additional costs that may be charged by our suppliers/associates due to late instruction.

What happens when I place a late instruction?

When you place a late renewal instruction through your Envoy Pro account, the system will automatically alert you that the renewal is urgent or overdue and calculate the total price for your case accordingly.

Our Service Team always strive to process urgent or late renewals before their due date or end of a grace period. If our suppliers tell us that an instruction can't be placed within that timescale, our Service Team will contact you directly to advise on the status of the renewal.

For details of our charges, or any other questions about urgency and late fees, please contact:

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