

DEBT COLLECTION

This provides an illustration of the costs involved in seeking to recover an undisputed debt. The issue being that the Debtor will not pay and in order to seek payment court proceedings are needed.

Generally

These costs apply where your claim is in relation to an unpaid invoice which is not disputed and enforcement action is not needed.

If the other party disputes your claim at any point, we will discuss any further work required and provide you with revised advice about costs if necessary, which could be on a fixed fee (e.g. if a one off letter is required), or an hourly rate if more extensive work is needed.

For most straightforward debt matters we make no enquiry as to the basis of the invoice nor provide advice as to the merit or otherwise of the claim or any defence that might be made.

The claim is best split into stages

All figures are subject to Vat and any relevant court and third party fees that maybe relevant and due

Stage 1

Receive papers, short review and issue Letter before action (any value) Fees £50.00

Stage 2

Where there has no response to the letter of claim a formal pre action protocol letter is sent as an immediate pre cursor to taking proceedings, to include the issue of general debt proceedings:-

Fees

0 to £5,000	£200 .00
£5001 TO £10,000.00	£350.00
£10,001 to £20,000.00	£500.00
£20,001	Subject to negotiation but calculated at an Hourly rate between £200 and £300.00 per hour.

Stage 3

Judgment in default Fees £100.00

Stage 4

Enforcement:-

Bailiffs	£150.00
Charging Orders	£300.00
Attachment of Judgment to earnings	£300.00

Insolvency:-

Statutory Demand	£200.00
Bankruptcy Petition (issue of only)	£500.00
Winding Up Petition (issue of only)	£500.00

Dealing with the either Petition at Court with up to 2 hearings £1750.00

Where such method becomes contested we shall discuss a tailored fee to be agreed in advance

Other methods can be discussed and fees will be agreed before commencement of any further /additional work.

What does the fixed fee (above) includes (where relevant and appropriate)

Anyone wishing to proceed with a claim should note that:

- The VAT element of our fee cannot be reclaimed from your debtor.
- Interest and compensation may take the debt into a higher banding, with a higher cost.
- Court fees are calculated on the sum claimed. See link below for current rates
- Please note that every step to be taken by way of Court action attracts a fee
- The costs quoted above are not for matters where enforcement action, such as the bailiff, is needed to collect your debt.

www.gov.uk/government/publications/fees-in-the-civil-and-family-courts-main-fees-ex50

Our fee includes:

- Taking your instructions and reviewing documentation
- Undertaking appropriate searches
- Sending a letter before action
- Receiving payment and sending onto you, or
- if the debt is not paid, drafting and issuing claim
- Where no Acknowledgment of Service or Defence is received, applying to the court to enter Judgement in default
- When Judgement in default is received, write to the other side to request payment
- If payment is not received within 14 days, providing you with advice on next steps and likely costs
- The costs of enforcement are additional and the standard costs are set out above/.
- We reserve the rights to advise in advance whether or not a fixed fee is appropriate, which is dependent with the level of debt and the issues that may become known from the Defendant