

Debt Recovery	Estimated Costs	
	<p>These costs apply where your claim is in relation to an unpaid invoice, for a specified sum, 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.</p>	
Free 30 minute initial consultation		
Initial Letter before action	£200 plus VAT	
Debt Value		
Up to £5,000	£1,500 plus VAT (£200 VAT)	
£5,001 - £10,000	Will be charged on an hourly rate plus VAT	
£10,001 - £50,000	Will be charged on an hourly rate plus VAT	
Court Fees		
Up to £300	Paper claim *	Online claim *
£301 - £500	£35	£25
£501 - £1000	£50	£35
£1001 - £1500	£70	£60
£1501 - £3,000	£80	£70
£3,001 - £5,000	£115	£105
£5001 - £10000	£205	£185
£5001 - £10000	£455	£410
Greater than £10,000 but no more than £100,000	5% of the value of the claim	4.5 % of the claim
Greater than £100,001 but no more than £200,000	5% of the value of the claim	Cannot make a claim online
Greater than £200,000	£10,000	Cannot make a claim online

\*NB: The fee for making a claim online is cheaper than the fee for sending a paper claim form. To issue a claim for money, the fees are based on the amount claimed, including interest. For Court Issued Claims, please round fractions of pence down to the nearest penny. Example: A Fee calculated as being £1050.5096 rounds down to a payable fee of £1050.50:

The Court fee is based on the amount you are claiming plus interest.

Anyone wishing to proceed with a claim should note that:-

- The VAT element of our fee may not be reclaimed from your debtor.
- Interest and compensation may take the debt into a higher banding, with a higher cost.
- The costs quoted above are not for matters where enforcement action, such as the bailiff, is needed to collect your debt.
- Whether you are a business or individual, you should check any insurance policies or memberships/Union details to see whether you may be able to benefit from legal expenses insurance.

Our fee includes:

- Taking your instructions and reviewing documentation.
- Undertaking appropriate searches. If a tracing agent fee is required, this is an additional fee and is usually between £50.00 to £150.00 plus VAT, but a precise quote would be obtained and provided. If you require credit checks to be carried out, we obtain a quote for that disbursement from a third party provider. We can currently carry out most Companies House checks within the fee quote stated above, with no additional disbursement charged.
- 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, typically within a further 14 days (unless some other payment date is specified in the Court Order), providing you with advice on next steps and likely costs.

Matters usually take 4-8 weeks from receipt of instructions from you to receipt of payment from the other side, depending on whether or not it is necessary to issue a claim and dependent upon how efficient the Court is in terms of dealing with the request for Default Judgment. This is on the basis that the other side pays promptly on receipt of Default Judgment. If enforcement action is needed, the matter will take longer to resolve. We would need to advise separately of the additional costs and timings of any enforcement action which may be available.

**Factors that could make a case more complex (not exhaustive):**

- If the paperwork is not in order
- Any limitation issue(s)
- Any previous attempts to recover the debt
- The number of documents
- The contract or invoice terms are irregular / non-standard
- There are unusual payment terms
- There have been procedural defects in terms of invoicing
- Any foreign element
- Any insolvency issues
- Difficulties identifying or locating the Defendant, or key personnel within the Defendant
- If it is necessary to make or defend applications to amend claims or to provide further information about an existing claim

- Defending counter-claims that are brought
- Making or defending a costs application

If any of the above apply, please contact us and we can give you an estimate for your matter when we have more information.

### **Disbursements**

- Disbursements are costs related to your matter that are payable to third parties, such as court fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.
- Court fees are referred to above.
- For undisputed debt claims based on unpaid invoices it would not ordinarily be necessary for us to instruct Counsel, although this would be kept under review and fees of Counsel and any additional costs advised upon at the earliest opportunity. If we instruct Counsel to draft pleadings (such as the Claim Form and Particulars of Claim) carry out any advocacy for you at Court their fees vary according to the case and their experience. As a guide only, they can range from between £500 to £3,000 plus VAT per day for drafting a claim.
- As referred to above, if a tracing agent fee is required, this is an additional fee and is usually between £50.00 to £150.00 plus VAT, but a precise quote would be obtained and provided. If you require credit checks to be carried out, we obtain a quote for that disbursement from a third party provider. We can currently carry out most Companies House checks within the fee quote stated above, with no additional disbursement charged.

### **Costs of the other side**

- This relates to where if you lose, the other side may try to re-coup its legal costs from you.