

Debt Recovery up to £100,000

These costs apply where your claim is in relation to an unpaid invoice which is not disputed where the debtor is located in England and Wales and the courts within England and Wales have jurisdiction. 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.

Where VAT is referred to below, please note that this will be charged at the applicable rate which is currently 20%.

Pre-action

Letter before action	£100 plus VAT (£48 total)

The above fees include:

- Taking your instructions and reviewing documentation;
- Sending a letter before action; and
- If the debt is paid, receiving payment and sending onto you;

The above fees do not include any additional correspondence or communications (either telephone or written) with the debtor or their legal representative, including negotiation of payment terms.

It may be possible to add contractual interest to the sum claimed or statutory interest, a fixed sum and costs under the Late Payment of Commercial Debts (Interest) Act 1998.

A 2 week period is given to the debtor to pay in business to business claims and 30 days is given to the debtor where they are an individual or sole trader.

Court proceedings to default Judgment stage

Debt Value	Court Fee*	Our Fee
Up to £300	£35	£200 plus VAT (£240 total)
>£300 - £500	£50	£200 plus VAT (£240 total)
>£500 - £1,000	£70	£210 plus VAT (£252 total)
>£1,000 - £1,500	£80	£220 plus VAT (£264 total)
>£1,500 - £3,000	£115	£230 plus VAT (£276 total)
>£3,000 - £5,000	£205	£250 plus VAT (£288 total)
>£5,000 - £10,000	£455	£300 plus VAT (£300 total)
>£10,000 - <£100,000	5% of sum cleared	£500 plus VAT (£480 total)

*Court fees correct as at 5th October 2021, any changes to the court fees are outside of our control.

The above fees include:

- Drafting and issuing claim through Money Claims Online (MCOL);
- Where no Acknowledgment of Service or Defence is received, applying to the court to enter Judgment in default;
- When Judgment in default is received, to write to the other side to request payment; and
If the debt is paid, receiving payment and sending onto you.

The above fees do not include:

- Any correspondence or communications (either telephone or written) with the debtor, including negotiation of payment terms;
- Dealing with any response or application by the debtor to the court, either before or after Judgment;
- Attending any hearing, including relating to payment amount or terms.

Any interest and compensation claimed may take the debt into a higher banding, with a higher cost.

We estimate that this section of work will take approximately 2 months.

The additional work not covered by the above will be charged at £250 plus VAT per hour.