

Debt Collection Fees

The following fees are applicable for an undisputed business-to-business debt and where no enforcement action is required.

If the other party disputes the debt at any time, we will discuss your claim with you; advise you about your prospects of success; advise you about what proportion of your costs are recoverable if you are successful; agree the tactical way forward; and provide you with our best estimate of costs to move forward.

The funding options will be tailored towards your case, and it may include either a fixed fee, or be based on our hourly rates.

Our fees and expenses for pre-court proceedings steps are:-

		<u>Fees</u>	<u>Disbursements</u>	<u>VAT</u>
1.	Letter before action and report back after expiry of period / receipt of response			
1.1	For claims of less than £10,000	£75		£15
1.2	For claims of £10,000 or more	£125		£25
2.	3. Pre-Action Protocol Letter *and report back after expiry of period / receipt of response			
2.1	For claims of less than £5,000	£150		£30
2.2	For claims of £5,000 or more	£200		£40
4.	Credit rating search per individual	£20	£5	£5
5.	Credit rating and registered office search per business	£20	£5	£5
6.	Bankruptcy search per individual	£20		£4
7.	Advice as to how to proceed and options where debtor contests the debt before commencement of proceedings			
6.1	For claims of less than £10,000	£50		£10
6.2	For claims of £10,000 or more	£100		£20

*Necessary when the debtor is a sole trader.

Court Proceeding Fees

Anyone wishing to proceed with a claim should note that:

- There is no automatic right of recovery for our fees or VAT for steps taken prior to the issue of proceedings.
- 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.
- The costs quoted above are not for matters where enforcement action, such as the bailiff, is needed to collect your debt.

Our fees and expenses to issue proceedings at Court are:-

	<u>Claim Value</u>	<u>Costs plus VAT</u>	<u>Court Fees (up to)</u>	<u>Total</u>
1.	£25 to £300	£120	£35	£155
2.	£300 to £500	£135	£50	£185
3.	£500 to £1,000	£160	£70	£230
4.	£1,000 to £1,500	£180	£80	£260
5.	£1,500 to £3,000	£200	£115	£315
6.	£3,000 to £5,000	£240	£205	£445
7.	£5,000 to £10,000	£300	£455	£755
8.	£10,000 to £15,000	£500	5% of the value of the claim	£500 + 5% of the value of the claim
9.	£15,000 to £50,000	£600	5% of the value of the claim	£600 + 5% of the value of the claim
10.	£50,000 to £100,000	£800	5% of the value of the claim	£800 + 5% of the value of the claim

Our fee includes:

- Receiving payment and forwarding it to you by cheque; if you require any monies to be remitted to you electronically there will be an additional charge
- Where no Acknowledgment of Service or Defence is received, applying to the court to enter Judgment in default
- When Judgment in default is received, write to the other side to request payment within 14 days
- If payment is not received within 14 days, providing you with advice on next steps and likely costs.

If Judgment in default is obtained but payment is not received in full within 14 days of the service of the judgment, then we will advise you as to the options available to you for enforcement and the costs and expenses that you could face. In certain circumstances we will be able to provide fixed costs for enforcement work and disbursement; please ask for details.

Our charges for this advice are:-

		<u>Fees</u>	<u>Disbursements</u>	<u>VAT</u>
1.	For judgment debts of less than £5,000	£50		£10
2.	For judgment debts of more than £5,000	£100		£20

If we are required to take instructions from you if you are prepared to grant an extension of time for the debtor to serve either the Acknowledgement of Service or a Defence, our charges will be:-

		<u>Fees</u>	<u>Disbursements</u>	<u>VAT</u>
1.	For judgment debts of less than £5,000	£75		15
2.	For judgment debts of more than £5,000	£100		£20

Timescale

We will send your letter before action within 3 working days of receipt of instructions from you, including copies of the outstanding invoice(s) and our signed terms and conditions of business.

We will report back to you within 2 working days after the expiry of the deadline for payment (7 days for a letter for action; 30 days for a pre-action protocol letter).

We will submit proceedings to Court where instructed within 3 working days of receiving from you cleared funds to cover the Court Fee and any other disbursements, and settlement of our pre-action costs.

We will notify you as soon as we are notified that proceedings have been issued by the Court – we are in the Court’s hands as to the speed of issue of proceedings,

We will apply immediately for judgment in default if no Acknowledgement of Service is filed (14 days after service of the claim) and / or if no Defence is filed (14 days after service of the claim if no Acknowledgement of Service is filed, or 28 days after service of the claim if an Acknowledgment of Service is filed).

We will notify you as soon as we are notified:-

- That judgment in default has been obtained;
- That a defence has been filed;
- That the judgment has been paid; or
- That the time for payment of the judgment has passed (14 days).
- Pay the estate agents