

DEBT RECOVERY SERVICE FOR BUSINESS CLIENTS FOR DEBTS UP TO A VALUE OF £100,000.

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

Stage 1

Pre-action Costs which include; taking initial instructions and considering any documents (up to 1 hour in total), drafting the 'letter of claim' and receiving full payment from the Debtor and sending it onto you – our fees £350.00 exclusive of VAT.

Stage 2

Issuing Court proceedings which include; taking further instructions from you, drafting the Claim Form and Particular of Claim, arranging for the same to be issued and served on the Debtor and entering a default Judgment if no Acknowledgement of Service of Defence is received – our fees £400.00 exclusive of VAT and the Court fee for which see further below.

Our above fees are based on the assumption that all instructions are by telephone or by email or by meeting you at our offices. If you require us to attend your place of business to take instructions there will be additional fees incurred for our travel time and costs on attending your of place of business.

Please note that the VAT element for our fees cannot be recovered from the Debtor.

Time scales -

Matters usually take 2-6 weeks from receipt of instructions from you to receipt of payment from the Debtor if the Debtor does not dispute the debt and pays within the Stage 1 process aforementioned.

If the Stage 2 process is required it could take a further 4-8 weeks to obtain the Judgment in Default from the date of your instructing us to draft the Claim Form and Particulars of Claim although this time scale is also dependent upon the efficiency of the Court in issuing and serving the proceedings and entering a request for Judgment in Default.

If the Debtor disputes your claim after receiving the 'letter of claim' in the Stage 1 process we will need to discuss any further work that is required and provide you with revised information

on our fees and which could be on a fixed fee or an hourly rate if more extensive work is needed.

County Court fees for issuing a money claim up to £100,000.00 as at November 2018

Value of Claim	Court Fee
£1,000.01 - £1,500.00	£80
£1,500.01 - £3,000.00	£115
£3,000.01 - £5,000.00	£205
£5,000.01 - £10,000.00	£455.00
£10,000.01 - £100,000.00	5% of the claim

The person who will deal with your claim at this firm

Your claim will be conducted by a fee earner in our Dispute Resolution Department. [Details of their qualification and experience can be found here](#)