

FIXED COSTS

Debt Recovery

Business To Business Debt Recovery For Claims Of Up To £100,000

Whilst the fees we charge are dependent upon the type and volume of work that we carry out, and are reviewed on a regular basis, we have provided below an outline of the costs we may charge in respect of work carried out for businesses.

Costs can vary depending on many factors and some of which are listed below:

- The issues that need to be determined and complexity
- The number of parties involved (including witnesses)
- If there is a need for expert evidence
- The strategic steps that have to be considered
- The Court's requirements and directions
- The extent of compliance with Court orders by both sides

The above is not an exhaustive list and many issues can arise that will have a consequence upon the costs that will be incurred by you.

Letter Before Action

To prepare a simple letter before action (depending upon volume of work), we would normally charge between £25 to £75 per letter (plus VAT).

This charge includes taking your instructions and reviewing documentation, preparation of a Protocol compliant letter of claim, receipt of and advising you of any reply received from the debtor. It will also include:

- a) the recovery of payment following an admission;
- b) the rejection of one instalment offer and the making of one counter instalment offer;
- c) seeking a response if the debtor indicates in his/her reply that they are obtaining debt or legal advice; and
- d) seeking further clarification if the debtor only responds in part.

We will try and recover each debt before legal proceedings are commence, but if this is not possible, then we will arrange for a claim to be issued through the Court.

In any proposed business to business debt claim for the supply of goods or services, we can include in the letter of claim a claim for interest and costs pursuant to the Late Payment of Commercial Debts (Interest) Act 1998 (“The Late Payment Act”).

**Please note that VAT may not be recoverable from the debtor.*

The Court fees (not portal fees) are provided below:

Value of claim	Court fee
Up to £300.00	£35.00
Greater than £300.00 but not more than £500.00	£50.00
Greater than £500.00 but not more than £1,000.00	£70.00
Greater than £1,000.00 but not more than £1,500.00	£80.00
Greater than £1,500.00 but not more than £3,000.00	£115.00
Greater than £3,000.00 but not more than £5,000.00	£205.00
Greater than £5,000.00 but not more than £10,000.00	£455.00
Greater than £10,000.00 but not more than £200,000.00	5% of the value of the claim
Greater than £200,000.00	£10,000.00

Our fee for commencing proceedings

To prepare proceedings for the Court to issue, our set fee will be as follows:

- Claim up to the value of £5,000 - £200 plus VAT
- Claims up to £10,000 - £250 plus VAT
- Claims between £10,001 and £100,000 - £275 plus VAT

Defended Claims

If proceedings are defended, the costs will increase. Our charges for dealing with such claims will differ, depending on whether the claim is disputed and as to whether the claim is over or under £10,000. Below, we have referred to debt claims of up to £10,000 as “Small Claims”.

Our Fixed Fees (excluding the fee for commencing the claim) for Small Claims are as follows:

- Claim Up to £5,000 – we will charge £1,250 plus VAT and this will include completing Court documents, drafting witness evidence and preparing for the final hearing.
- Claims Up to £10,000 - we will charge £2,000 plus VAT and this will include completing Court documents, drafting witness evidence and preparing for the final hearing.

The time between sending a letter before action and taking a matter to a final Small Claim hearing can be up to 9 months (subject to Court backlogs). In respect of larger claims, they can take up to 18 months to conclude.

Our hourly rates are between £200 and £250 plus VAT and all work will be carried out by Solicitors with over 10 years of litigation experience.

Insolvency

- ❖ Serving Statutory demands - Our charge is £100 plus VAT together with process servers fee, which is usually in the region of £65 plus VAT.
- ❖ Bankruptcy petitions - Our standard charge is £500 plus VAT and disbursements, and this will include issuing and seeing the matter through to conclusion.
- ❖ Winding up petitions - Our standard charge is £500.00 plus VAT and disbursements, and this will include issuing and seeing the matter through to conclusion.

Please note: VAT is charged if, and where, applicable.