

Stage 1 - Pre-action Recovery

For a fixed fee of £25, we will review the following documents and advise you on the merits of your case:

- Contract between the parties;
- Email correspondence between the parties;
- Copies of outstanding invoices; and

We will also identify the full and correct name of the party to sue and the correct address for service.

If we believe that you have a valid claim, with your instruction, we will draft a Letter Before Action to send to the debtor in compliance with the Civil Procedure Rules Pre- Action Protocols.

If you instruct us to send a Letter Before Action, the advice fee of £25 will be deducted from the fixed fee.

The fixed fee to send a Letter Before Action depends on the value of the debt owed to you and are outlined in the table below:

Debt value	Our fee
Less than £1,000	£75 plus VAT
£1,000-£10,000	£100 plus VAT
£10,000-£100,000	£150 plus VAT

Stage 2 - Undefended Proceedings

If Stage 1 does not result in payment of the debt, we will advise you whether to escalate matters and commence legal proceedings, usually in the County Court. The fixed fees outlined below relate only to undefended proceedings. All court fees and disbursements are payable by you in advance.

This table outlines the court fee, our fees, and what is recoverable from the debtor depending on the amount of the claim:

Debt value	Court fee	Our fee	Total	Recoverable if successful
Less than £1,000	£25-£60	£150	£175-£210	£75
£1,000-£10,000	£70-£410	£250	£320-£660	£150-£510
£10,000-£25,000	4.5% of claim	£500	Variable	Variable
Over £25,000	4.5% of claim	£1,000	Variable	Variable

Another option is to serve a Statutory Demand (a pre-cursor to issuing a Winding Up Petition) if the debt is undisputed and in excess of £750 against a company, or £5,000 against an individual. The fixed fees are outlined below:

	Our fee	Disbursements	Recoverable if successful
Statutory Demand	£350	Process server fee (£70-£100)	Nil
Bankruptcy Petition	£750	Court fee (£280) Official Receiver's fee (£990) Search fee (£2) Process server fee (£70-£100) Agent fee (£125)	Depends on if the debtor is made bankrupt
Winding Up Petition	£1,000	Court fee (£1,880) Search fee (£2) Process server fee (£70-£100) Agent fee (£210-£300) Advertisement fee (£79.40)	£1,600 if the company is not wound up, otherwise depends on the outcome of the resulting liquidation

Stage 3 - Enforcement

If the debtor has not responded to your County Court claim, we will apply for Default Judgment. The table below outlines our fixed fees and what is recoverable depending on the amount of the claim:

	Our fee	Recoverable if successful
Obtaining Default Judgment	£150	£22-£30

Once we have obtained Default Judgment, the next step is to enforce the Judgment. There are many different enforcement methods so we will advise you on the best option for you.

The table below outlines the fixed fees to enforce a Default Judgment:

Type of enforcement	Our fee	Disbursements
Instruct a County Court bailiff	£100	Court fee (£44)
Instruct a High Court Enforcement Officer	£150	Court fee £66 (plus £75+VAT if unsuccessful)
Apply for Attachment of Earnings Order	£150	Court fee (£110) Agent fee (£125)
Apply for a Third Party Debt Order	£150	Court fee (£110) Agent fee (£125)
Apply for an Order requiring further information from Debtor	£150	Court fee (£55) Process server fee (£70-£100)
Apply for a Charging Order	£500 (or charged on an hourly rate basis with an estimate provided based on the circumstances of the debt owed)	Court fee (£110) Agent fee (£125) Land Registry fee (£40)