

## Fixed Fee Debt Recovery Service

### Stage 1 - Pre-action Recovery

For a fixed fee of £25 plus VAT, we will review the following documents and advise you if there is sufficient information to proceed against your debtor\*:

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

We will also verify the full and correct name of the party to sue, their trading status, 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 ("LBA") to send to the debtor in compliance with the Civil Procedure Rules Pre-Action Protocols ("the CPR Pre-Action Protocols").

In order that the LBA is compliant with the CPR Pre-Action Protocols we ensure that sufficient information is provided to the debtor and give them 14 days to respond substantively to the LBA if they dispute the claim\*\*.

Debtors who are individuals must be given 28 days to respond.

If the CPR Pre-Action Protocols are not complied with, a Judge may dismiss the claim. That would mean the process would need to be started afresh, wasting costs.

If you instruct us to send an LBA, the initial advice fee of £25 will be waived.

The fixed fee to send a Letter Before Action is £150 plus VAT.

\*This does not constitute full advice on the merits of your claim, its purpose is to ensure you have sufficient documentation to support sending an LBA.

\*\*If the LBA prompts correspondence from the debtor, responding to it is not included in our fixed fee. We will always provide you with a new fee estimate if you instruct us to respond to any correspondence received from the debtor.

## Fixed Fee Debt Recovery Service

### 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 only relate to undefended proceedings. All court fees and disbursements are payable by you in advance.

The table below outlines the court fee, our fees and what is recoverable - 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 or a Bankruptcy Petition) if the debt is undisputed and more than £750 against a company, or £5,000 against an individual. Our fees are outlined in the table below:

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

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### Stage 3 - Enforcement

If the debtor has not responded to your County Court claim, we will apply for Default Judgment. The below table outlines our 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 it. There are various enforcement methods so we will advise you on the best option for you.

The table below outlines our fees and any relevant disbursements:

| Type of enforcement  | Our fee   | Disbursements   |
|--|---|---|
| Instruct a County Court bailiff                              | £150  | 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)<br>Agent fee (£125)                            |
| Apply for a Third-Party Debt Order                           | £150  | Court fee (£110)<br>Agent fee (£125)                            |
| Apply for an Order requiring further information from Debtor | £150  | Court fee (£55)<br>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)<br>Agent fee (£125)<br>Land Registry fee (£40) |