

### Introduction

If you are a business whose invoice has not been paid by a customer, or someone has simply not repaid money owed to you, then we have the expertise to help you.

Our experienced debt recovery team can help both private clients who are owed money and businesses with commercial debts.

We have set out below the issues you need to consider in relation to Legal Fees and disbursements. Our Legal Fees cover all of the work required to handle your case from instruction to conclusion.

### Legal Fees

Legal Fees are the amount you will be required to pay for all the work performed by us in actioning your instructions from commencement of your case to conclusion.

These costs apply where your claim is for a value of no more than £100,000.00 and where your claim is in relation to an unpaid invoice which is not disputed and enforcement action is not needed. If the other party disputes your claim at any point, we will discuss any further work required and provide you with revised advice about costs if necessary, which could be on a fixed fee (e.g. if a one off letter is required), or an hourly rate if more extensive work is needed.

<b>Debt value</b>	<b>Our fee (incl. VAT)</b>	<b>Total</b>
Up to £5,000	£1,500 (£300 VAT)	£1,800
£5,001 – £10,000	£2,500 (£500 VAT)	£3,000
£10,001 – £50,000	£12,000 (£2,400 VAT) (or 30% value of the claim), whichever is the higher	£14,400 (or 30% value of the claim), whichever is the higher
£50,000 – £100,000	£15,000.00 (£3,000 VAT) (or 30% value of the claim), whichever is the higher	£18,000 (or 30% value of the claim), whichever is the higher

- If your matter becomes complex (*see below*) our fees may increase further and we will notify you in advance of any increased costs.
- Should your instructions require us to take your matter out of the fixed fee rate (see below for what our fixed fee covers) we will charge an hourly rate of £230 + VAT (£276 Inc. VAT).

Anyone wishing to proceed with a claim should note that:

- 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.
- Where you are claiming up to £10,000.00 the general rule is that win or lose each party pays their own fees.

If at any stage our fees change, we will notify you and discuss the reason for any changes. This would typically occur if you change your instructions or your case involves an unforeseen complexity.

Our average fees assume that:

1. The transaction is concluded in a timely manner and no unforeseen complication arise.
2. All parties to the transaction are co-operative and there is no unreasonable delay from any parties providing documentation

**Our fee includes:**

- Taking your instructions and reviewing documentation
- Undertaking appropriate searches
- Sending a letter before action
- Receiving payment and sending onto you, or if the debt is not paid, drafting and issuing claim
- Where no Acknowledgment of Service or Defence is received, applying to the court to enter Judgement in default
- When Judgement in default is received, write to the other side to request payment
- If payment is not received within 21 days, providing you with advice on next steps and likely costs

We also offer fixed fees for the following standalone services:

- Preparation and service of a statutory demand £250 plus VAT (£300 Inc. VAT)

- Bankruptcy or Winding up proceedings £1,500 plus VAT (£1800 Inc. VAT) plus disbursements
- Preparation and service of a pre-action protocol compliant letter £250 plus VAT (£300 Inc. VAT)
- Preparation of Particulars of Claim/Defence £650 plus VAT (£750 Inc. VAT)
- Enforcement only (in the event you already have a judgment) £550 plus VAT (£660) plus disbursements per enforcement instruction

### **How long will my claim take?**

Matters usually take 4-12 weeks from receipt of instructions from you to receipt of payment from the other side, depending on whether or not it is necessary to issue a claim. This is on the basis that the other side pays promptly on receipt of Judgement in default. If enforcement action is needed, the matter will take longer to resolve. If the matter is defended then you will enter litigation through the court system and a time frame of 30 to 52 weeks for a resolution.

### **Disbursements and Other Costs**

- Disbursements may be incurred in the handling of the matter for you. In Debt Claims, fees tend to relate to Counsels' fees and Court Fees.
- Counsels fees - If Counsel is required to be instructed a quotation for their services will be obtained from them and discussed with your before they are instructed to ensure you are fully aware of the fees that will be charged.
- Courts Fees – The following link sets out the current court fees <https://www.gov.uk/make-court-claim-for-money/court-fees>. These are only necessary where we are required to issue a claim form via the court.

### **Fee Earners**

The following fee earners handles Debt Recovery matters:

**David Sumner** – Director and Solicitor with 15 years post qualification experience. David is a knowledgeable and experienced employment law solicitor and has David has a wide and varied experience in employment law tribunal and litigation matters.

**Gemma Brown** – Solicitor with 5 years post qualified experience representing clients within a wide spectrum of litigation areas.

Our dispute resolution and debt recovery team has a wealth of experience of dealing with a range of litigation and debt matter matters ranging from relatively straight forward service of statutory demands to court proceedings and enforcement.

### **Questions**

If you have any questions relating to our services and our fees, please contact us.