



our debt recovery fees

We outline the costs and fees that you would have to pay if you instruct us. These apply where the claim is in relation to an unpaid invoice, which is not disputed and does not exceed £100,000.

Should you wish to instruct us to recover bulk debts, please contact us to discuss our fees.

Stage 1:

Letter before action

This is a letter which is sent to the debtor demanding payment of the outstanding debt together with late payment interest and compensation which warns them that should they fail to make payment court proceedings will be issued against them.

If this results in payment of the debt you will pay:

- £35, or the value of the late payment compensation where this is recovered.

VAT is currently charged at 20%

Late payment compensation is banded as follows:

Debt amount	Compensation
£0-999	£40
£1,000 - 9,999	£70
£10,000+	£100

Frequently asked questions

What work is included within this fixed fee?

- Taking your instructions and reviewing documentation;
- Sending a letter before action and if payment is received, sending this to you;
- If payment is not received, advising you regarding the issue of proceedings.

What work is not included within this fixed fee?

Advice and dispute resolution work is not included within this fee. This work is likely to arise if the debt becomes disputed, in which case we will discuss any further work required and provide you a revised estimate in terms of our fees. This could be on a fixed fee basis or an hourly rate if more extensive work is required.

Costs payable by you where the debt is not recovered at this stage and you decide not to proceed.

No fee is payable to us.

How long will it take?

If the debtor is an individual they have 30 days from the date of the letter before action to pay the debt. If the debtor is a company they have 7 days from the date of the letter before action to pay the debt.

Stage 2:

Issue of court proceedings and entering judgment

If the letter before action fails to elicit payment from the debtor, the next step would be the issue of court proceedings.

Where payment is recovered, before judgment is entered against the debtor, our fees are calculated in accordance with the table below.

Table A

Debt amount	Fixed solicitor's costs*	Court fee	Total charge	Debtor pays	You pay
£0-300	£50	£25	£75	All	7% of debt **
£301-500	£50	£35	£85	All	7% of debt **
£501-1,000	£70	£60	£130	All	7% of debt **
£1,000-1,500	£80	£70	£150	All	7% of debt **
£1,500-3,000	£100	£105	£205	All	7% of debt **
£3,000-5,000	£100	£185	£285	All	7% of debt **
£5,000-10,000	£100	£410	£510	All	7% of debt **
£10,000-100,000	£100	4.5% of value of claim	Variable	All	7% of debt **

All charges, other than court fees, are subject to VAT at 20%

* Fixed solicitor's costs permitted by the court on commencement of the claim.

** In addition to payment of 7% of the debt value, you will also pay to us any late payment compensation that is recovered. You will retain the late payment interest or statutory interest recovered.

Recovery after judgment

Where payment is recovered after judgment is entered against the debtor, we will add to the above figures the following sums:

Table B

Debt amount	Fixed solicitor's costs*	Total charge	Debtor pays	You pay
£0-4,999	£22	£22	All	7% of debt **
£5,000+	£30	£30	All	7% of debt **

All charges, other than court fees, are subject to VAT at 20%

* Fixed solicitor's costs permitted by the court on commencement of the claim.

** In addition to payment of 7% of the debt value, you will also pay to us any late payment compensation that is recovered. You will retain the any late payment interest or statutory interest recovered.

Late payment compensation

Late payment compensation is banded as follows:

Debt amount	Compensation
£0-999	£40
£1,000 - 9,999	£70
£10,000+	£100

Frequently asked questions

What work is not included within this fixed fee?

Advice and dispute resolution work is not included within this fee. This work is likely to arise if the debt becomes defended, in which case we will discuss any further work required and provide you a revised estimate in terms of our fees. This could be on a fixed fee basis or an hourly rate if more extensive work is required.

Additionally, this fee does not include any enforcement action which is required to recover the debt.

Costs payable by you where the debt is not recovered at this stage and you decide not to proceed.

Where a debt is not recovered, you pay the amount shown in the "total charge" column. If judgment has been entered, this will be the total charge itemised in Table A + Table B.

How long will it take?

Typically, it takes a period of one month from the date of the issue of court proceedings to entering judgment in default (i.e. where a Defence is not filed).



You have always been open, honest and spot on as well as supportive and we have always been encouraged by the fact that we had sound advice just an email or call away.

John Reynolds,
Reynolds Training Services



Regular client meetings are held to discuss cases, caseload and overall management of contract, including new and innovative approaches to debt recovery.

The Legal 500



Stage 3:

Enforcement costs

If following the entering of judgment the debtor fails to make payment, enforcement action can then be taken. There are several types of enforcement action and we will advise you of the most appropriate type for your particular matter.

The most common method of enforcement is a Warrant/Writ of Control by the County Court bailiff or the High Court Enforcement officer (HCEO) and the following are the relevant charges for this type of enforcement. The bailiff/HCEO recover their fees from the debtor in addition to the judgment debt and the sums detailed below.

Table C

Judgement amount	Fixed solicitor's costs*	Court fee	Total charge	Debtor pays	You pay
£0-600	£2.25	£83.00	£85.25	All	7% of debt **
£600+	£51.75	£71.00	£122.75	All	7% of debt **

* These are fixed costs permitted by the court.

** All charges, other than court fees, are subject to VAT at 20%. In addition to payment of 7% of the debt value, you will also pay to us any late payment compensation that is recovered. You will retain any late payment interest or statutory interest recovered.

Late payment compensation is banded as follows:

Debt amount	Compensation
£0-999	£40
£1,000 - 9,999	£70
£10,000+	£100

Frequently asked questions

What work is covered within the fixed fee?

- Taking your instructions and advising you throughout;
- Instructing the bailiff or High Court Enforcement officer and corresponding with them throughout;
- If payment is received, sending this to you;

What work is not covered within the fixed fee?

Any work that is required should the enforcement process be disputed, e.g. an application to set aside the judgment or to stay (stop) the enforcement action.

Costs payable by you where the debt is not recovered at this stage and you decide not to proceed.

Where a debt is not recovered, you pay the amount shown in the "total charge" columns detailed in Tables A and B (See Stage 2) plus Table C, together with the HCEO's abortive charges if there are any (usually £75 plus VAT).

For example, if the debt is £4000, you will pay £285.00 (Table A) + £22.00 (Table B) + £122.75 (Table C) = £429.75 plus VAT of £34.75 and the HCEO abortive charges, if applicable. In this example the maximum you would pay is £554.50.

How long will it take?

The enforcement process normally takes between four and six weeks.

