

DEBT RECOVERY
(Up to £100,000)

Below you will find an estimate of our costs in relation to debt recovery arising as a result of an unpaid invoice. The fees detailed below relate to a case which is not disputed by the other side and where no enforcement action is required in respect of the judgment awarded by the court.

Should the other side contest/defend/dispute the claim at any point, we will then discuss any further work required with you and provide you with revised costs estimates if necessary, which, depending on the nature of the particular case be on an hourly rate basis or on a fixed fee basis

Who will be dealing with the matter?

All work will be carried out at your instructions by a qualified Solicitor (assisted in some cases by a Trainee Solicitor).

Head of the Debt Recovery Department/Supervisor: Mr Euros Clwyd-Jones Member).

How we charge

This will be based on our hourly rate and the fee earner dealing with the matter. Our hourly rates range from £126 plus VAT to £250 plus VAT @ 20%

FEES & KEY STAGES OF DEBT RECOVERY

Step 1 Meet with you to take your initial instructions, give initial advice send a letter before action £250 + VAT @ 20% to £500 + VAT @ 20%

Step 2 If the debt is not paid, drafting initial claim £250 + VAT @ 20% to £500 + VAT @ 20%

Step 3 When no acknowledgement of service or defence is received, applying to the Court to enter judgment in default. If payment of the judgment is not obtained, providing you with advice on the next steps in relation to enforcement of the likely cost £250 + VAT @ 20%

Total £750 + VAT @ 20% to £1250 + VAT @ 20%

If a defence is filed, we will discuss the cost estimates with you before proceeding any further. Throughout the case we will consider whether alternative dispute resolution or mediation would be appropriate and if so, we will provide you with a cost estimate of such process.

Disbursements - These are payments that are payable to third parties and the likely disbursements are as follows:-

- **Court Fees** (no VAT) – these depend on the value of the claim. Below is a breakdown of the current court fees. Further information can be found here <https://www.gov.uk/government/publications/fees-in-the-civil-and-family-courts-main-fees-ex50/civil-court-fees-ex50>

Value of your claim	Fee
Up to £300	£35
More than £300 but no more than £500	£50
More than £500 but no more than £1,000	£70
More than £1,000 but no more than £1,500	£80
More than £1,500 but no more than £3,000	£115
More than £3,000 but no more than £5,000	£205
More than £5,000 but no more than £10,000	£455
More than £10,000 but no more than £200,000	5% of the value of the claim

- **Expert fees** (VAT @ 20% is usually payable on VAT registered Experts)- e.g. surveyors, engineers etc. This will vary from case to case and we will obtain an estimate from an expert for your approval before instructing anyone.
- **Counsel (Barrister's) fees** (these fees will usually attract VAT @ 20%) – we may need to instruct a Barrister if the matter is complex and their fees will vary depending upon the seniority of the Barrister and the nature of the case. Again, an estimate will be obtained for your approval before anyone is instructed.

How long will the matter take?

This will depend on a number of factors. If Court action is required and the matter is undisputed, the matter is likely to take 3 - 6 months. If the matter is defended then it is likely to take between 6 - 18 months. We will endeavour to keep you updated through in relation to the time estimate.