

Guide to our Prices

These costs apply where your claim is in relation to an unpaid invoice (whether by another business or a consumer) which is not disputed.

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 (eg if a one-off letter is required), or an hourly rate if more extensive work is needed.

Stage One – Letter Before Action

This is the initial stage that could see your debt being recovered with immediate effect. We will write to the debtor demanding immediate payment. The process is slightly different depending on whether we are writing to a business or individual as there are different legal protocols to follow. However, we find that these letters often have the desired effect in obtaining your payment.

If you are claiming against another business, you are also able to claim compensation under the Late Payment of Commercial Debts (Interest) Act 1998 which means that you are entitled to recover between £40 to £100 depending on the size of the debt. There is also the possibility of recovering other reasonable charges which we shall discuss with you.

The cost of dealing with Stage 1 is:

Debt value	Our fee
Up to £5,000	£80 + VAT
£5,001–£10,000	£120 + VAT
£10,001 +	£180 + VAT

These fees include:

- taking your instructions and reviewing documentation;
- undertaking appropriate searches;
- sending a letter before action;
- receiving payment and sending onto you.

Stage Two – Issuing a Claim

If the debtor fails to pay within the time scale given, we can make an application to the court. The debtor is then required to respond to the court or settle the debt within 14 days. If they don't, you can obtain a judgment for the monies owed.

The cost of making a court application under Stage 2 is:

Debt value	Court fee	Our fee
Up to £5,000	£25 - £205 (depending on the claim value)	£125 + VAT
£5,001–£8,000	£410 - 455	£175 + VAT
£8,001 - £10,000	£410 - £455	£250 + VAT
£10,001—£100,000	5% value of the claim	£350 + 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.

These fees include:

- drafting and issuing the claim;
- where no Acknowledgement 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 14 days, providing you with advice on next steps and likely costs.

Stage Three – Enforcement

If you have obtained a judgment for the monies owed, but you don't receive payment, you will have the ability to enforce the debt. One common option is to instruct a Court Bailiff to seize goods or money on your behalf. There are also other options which we can discuss with you. We will ensure that we seek the right enforcement procedure for the debtor's circumstances so that we have the best chance of receiving your money.

Enforcement Action	Disbursement fee	Our fee
Application for High Court Bailiff (for debts over £600)	£66 court fee and Bailiff fee of £75 + VAT (Bailiff fee only payable if Bailiff is unsuccessful in recovering money)	£80 + VAT
Application for the debtor to attend court for questioning	£55 Court fee (and process server's fee of approx. £100)	£80 + VAT
Application for an Attachment of Earnings	£110 Court Fee	£80 + VAT
Application for a Third Party Debt Order	£110 Court Fee	£80 + VAT (representation at Court approx. £150)
Application for Charging Order on Debtor's Property	£110 Court Fee £20 Land Registry Fee	£ depending on work (representation at Court approx. £150)

Time Scale

Matters usually take 4 - 10 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.