

Debt Recovery: Range of fixed fees

The range of fixed fees in our debt recovery work is categorised into three stages:

Stage 1

This stage is the letter before action only, meaning that a letter will be sent to your debtor setting out that payment of a sum of money is required within 7 days.

No further work, such as negotiations or payment plans, will be undertaken in this stage, so we refer you to Stage 2.

Stage 2

This stage involves negotiations pre-issue; therefore, we will negotiate with your debtor in terms of repayment or setting up payment plans for you to collect the debt. This work will include reporting to you and taking your instructions and liaising with your debtor.

If there is a dispute over the money owed, this further work will include setting out your case in further detail to the debtor and explaining/providing any further information to support your case.

Please note that Stage 2 will be limited to 1 hour of work. If further work is required, we will agree a further fixed fee with you.

Stage 3

This stage involves the issuing of proceedings and judgment, therefore work will include drafting, issuing and serving the Claim Form on your opponent. If no Defence is filed, we will request Judgment on your behalf. Once this is obtained, you will then need to consider how the Judgment is enforced. Please contact us if you would like information regarding our enforcement fixed fee work.

If a Defence is filed, the claim will be subject to our hourly rates and we will report to you with an estimate of likely costs to trial or we can offer one off services and you can pursue the claim yourself.

Please note if your opponent is outside of England and Wales but the Court has jurisdiction over the claim, there will be further costs to pay if the Court documents need to be translated or personal service is required. We will report to you in such circumstances.

Table of fixed fees:

VALUE OF CLAIM	STAGE 1 (ex. VAT)	STAGE 2 (ex. VAT)	STAGE 3 (ex. VAT)	RECOVERABLE COSTS (service by Court)	COURT FEE
£25.00 – £500.00	£50.00	£100.00	£105.00	£50.00 – issue £22.00 – j'ment	£35.00/50.00
£500.01 – £1,000.00	£50.00	£100.00	£125.00	£70.00 – issue £22.00 – j'ment	£70.00
£1,000.01 – £3,000.00	£50.00	£100.00	£155.00	£80.00 – issue £22.00 – j'ment	£80.00/115.00
£3,000.01 – £5,000.00	£50.00	£150.00	£205.00	£80.00 – issue £22.00 – j'ment	£205.00
£5,000.01 – £10,000.00	£50.00	£200.00	£405.00	£100.00 – issue £30.00 – j'ment	£455.00
£10,000.01 – £20,000.00	£50.00	£200.00	£605.00	£100.00 – issue £30.00 – j'ment	5% of debt
£20,000.01 – £30,000.00	£50.00	£200.00	£805.00	£100.00 – issue £30.00 – j'ment	5% of debt
£30,000.01 – £40,000.00	£50.00	£200.00	£1,250.00	£100.00 – issue £30.00 – j'ment	5% of debt

£40,000.01 – £50,000.00	£50.00	£200.00	£1,250.00	£100.00 – issue £30.00 – j'ment	5% of debt
£50,000.01 – £75,000.00	£50.00	£200.00	£1,500.00	£100.00 – issue £30.00 – j'ment	5% of debt
£75,000.01 – 100,000.00	£50.00	£230.00	£2,000.00	£100.00 – issue £30.00 – j'ment	5% of debt
£100,000.01 – £150,000.00	£50.00	£230.00	£2,000.00	£100.00 – issue £30.00 – j'ment	5% of debt
£150,000.01 +	£50.00	£230.00	£2,000.00	£100.00 – issue £30.00 – j'ment	5% of the debt <i>(capped at 10,000 for debts over £200,000)</i>

A review of papers is charged at a minimum of £330 plus VAT.

Anyone wishing to proceed with a claim should note that:

1. The VAT element of our fee cannot be reclaimed from your debtor.
2. Interest and compensation may take the debt into a higher banding, with a higher cost.
3. The costs quoted above are not for matters where enforcement action, such as the bailiff, is needed to collect your debt. Again, please contact us and request our fixed fee guide for enforcement work.

It is also important to note that matters typically take 3-4 months from receipt of instructions from you to receipt of payment from your opponent. However, this will be dependent on whether or not it is necessary to issue your claim (i.e. before Stage 3). If enforcement action is needed, the matter will take longer to resolve and there will be

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