

**DEBT RECOVERY PROTOCOL CLAIMS  
FIXED FEE STRUCTURE**



<b>VALUE OF CLAIM £</b>	<b>STAGE 1 (£ + VAT)</b>	<b>STAGE 2* (£ + VAT)</b>	<b>STAGE 3 (£ + VAT)</b>	<b>Recoverable costs £ (service by court)</b>	<b>Court fee payable £</b>
1,000.01 – 3,000.00	100.00	200.00	155.00	80.00 – issue 22.00 – j'ment	80.00/115.00
3,000.01 – 5,000.00	100.00	300.00	205.00	80.00 – issue 22.00 – j'ment	205.00
5,000.01 – 10,000.00	100.00	400.00	405.00	100.00 – issue 30.00 – j'ment	455.00
10,000.01 – 20,000.00	100.00	400.00	605.00	100.00 – issue 30.00 – j'ment	5% of debt
20,000.01 – 30,000.00	100.00	400.00	805.00	100.00 – issue 30.00 – j'ment	5% of debt
30,000.01 – 40,000.00	100.00	400.00	1,250.00	100.00 – issue 30.00 – j'ment	5% of debt
40,000.01 – 50,000.00	100.00	400.00	1,250.00	100.00 – issue 30.00 – j'ment	5% of debt
50,000.01 – 75,000.00	100.00	400.00	1,500.00	100.00 – issue 30.00 – j'ment	5% of debt
75,000.01 – 100,000.00	100.00	460.00	2,000.00	100.00 – issue 30.00 – j'ment	5% of debt
100,000.01 – 150,000.00	100.00	460.00	2,000.00	100.00 – issue 30.00 – j'ment	5% of debt
150,000.01 +	100.00	460.00	2,000.00	100.00 – issue 30.00 – j'ment	5% of the debt (capped at 10,000 for debts over £200,000)

Please see below as to the work covered for each stage outlined.

## WORK CARRIED OUT BY SOLICITOR

STAGE OF PROCEEDINGS	WORK TO BE CARRIED OUT
Stage 1	<p>Letter before action with supporting documentation</p> <p>A letter will be sent to your debtor setting out that payment of a sum of money is required within 14 days or in the case where they are disputing the debt or asking for time to pay, then they are required to reply within 30 days completing documentation as to why they dispute the debt or need time to pay.</p> <p>No further work, such as negotiations or investigating payment plans, will be undertaken, please see stage 2.</p>
Stage 2	<p>Negotiations / Narrowing Issues in dispute - Pre-issue of Court proceedings</p> <p>We will enter in to communications with your debtor in an attempt to resolve any dispute regarding the debt or to discuss payment plans with them. We will liaise with you during this time if necessary to obtain your input.</p> <p><b><i>*Stage 2 will be limited to 2 hours of work. If further work is required after the first 2 hours, we will agree a further fixed fee with you before undertaking any further work.</i></b></p>
Stage 3	<p>Issue of Proceedings and Judgment</p> <p>This 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 ask us for our fixed enforcement fee guide.</p> <p>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 of services and you pursue the claim yourself.</p> <p>Please note if your opponent is outside of England and Wales but the Court have 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.</p>

N/B - If mediation or some other forms of ADR is required we will provide a quote which shall be agreed before commencing this work