

Pre-Legal Charges

Action	Our Fee	VAT (Charged at 20%)	Total
Letter Before Action	£25.00	£5.00	£30.00
Commission Charge (based upon any recoveries)	8%	Plus VAT	

Additional Charges

We automatically apply Interest, Late Payment Fees & Reasonable Costs to commercial debts, which is recoverable and payable by the debtor.

- Any Recovered Interest Retained by you
- Any Recovered Late Payment Compensation Retained by us
- Any Recovered Reasonable Costs Retained by you

Work included and key stages

The precise work and stages involved in debt recovery matters vary according to the circumstances. However, we have set out the key stages involved in a typical matter:

- Taking your instructions and reviewing documentation
- Sending a Letter Before Action by post and email (where an email address is provided)
- Receiving payment and sending on to you.
- If the debt is not paid, we will telephone, email etc
- If our attempts prove unsuccessful, providing you with advice on the next steps and the likely costs

Services excluded

Should the matter be defended, costs will be charged at an hourly rate to be agreed on a case by case basis.

Likely timescales

Week 1 – 4 contacting the debtor by letter, email and telephone.

Court Action – County Court Proceedings

Claim Form – England & Wales

Debt Value	Court Fee	Our Fee	VAT (Charged at 20%)	Our Fee Total
£25.00 - £300.00	£35.00	£90.00	£18.00	£108.00
£300.01 - £500.00	£50.00	£90.00	£18.00	£108.00
£500.01 - £1000.00	£70.00	£110.00	£22.00	£132.00
£1000.01 - £1500.00	£80.00	£150.00	£30.00	£180.00
£1500.01 - £3000.00	£115.00	£150.00	£30.00	£180.00
£3000.01 - £5000.00	£205.00	£150.00	£30.00	£180.00

£5000.01 - £10000.00	£455.00	£200.00	£40.00	£240.00
£10000.01 - £200000.00	5% of claim value	£200.00	£40.00	£240.00
£200000.01 plus	£10000.00	£300.00	£60.00	£360.00

Judgment

Debt Value	Our Fee	VAT (Charged at 20%)	Our Fee Total
£25.00 - £300.00	£32.00 -£80.00	£6.40 - £16.00	£38.40 - £96.00
£300.01 - £500.00	£32.00 -£80.00	£6.40 - £16.00	£38.40 - £96.00
£500.01 - £1000.00	£32.00 -£80.00	£6.40 - £16.00	£38.40 - £96.00
£1000.01 - £1500.00	£32.00 -£80.00	£6.40 - £16.00	£38.40 - £96.00
£1500.01 - £3000.00	£32.00 -£80.00	£6.40 - £16.00	£38.40 - £96.00
£3000.01 - £5000.00	£32.00 -£80.00	£6.40 - £16.00	£38.40 - £96.00
£5000.01 - £10000.00	£32.00 -£80.00	£6.40 - £16.00	£38.40 - £96.00
£10000.01 - £200000.00	£6.40 - £16.00	£38.40 - £96.00	£32.00 -£80.00
£200000.01 plus	£32.00 -£80.00	£6.40 - £16.00	£38.40 - £96.00

Enforcement

For debts up to £600.00, we are required to enforce via the County Court Bailiffs, for debts over £600.00 we use High Court Enforcement Officers (HCEO).

Debt Value	Court Fee	Our Fee	VAT (Charged at 20%)	Our Fee Total
Up to £600.00	£83.00	£52.25	£10.45	£62.70
£600.00 plus	£80.00	£101.75	£20.35	£122.10

Likely timescales

Day 1 – Claim drafted and sent electronically to the court

Day 19 – Apply for Judgment

Day 21 – Judgment obtained, proceed with enforcement via the HCEO.

Day 25 – HCEO confirm transfer up of Judgment

Day 40 – Judgment transferred, stage 1 commences

Day 55 – Stage 2 collection

Day 70 – Report from HCEO

Charging Order

Action	Our Fee	VAT (Charged at 20%)	Our Fee Total
Charging Order	£300.00	£60.00	£360.00

Disbursements

Action	Court Fee/Third Party Fee	VAT (Charged at 20%)	Total
Search Fees	£3.00		
Issue Fee	£119.00		
Registration Fee	£40.00		
Agents Charge (per hearing)	£100.00	£20.00	£120.00

Insolvency

Statutory Demand

Action	Our Fee	VAT (Charged at 20%)	Our Fee Total
Stat Demand	£125.00	£25.00	£150.00

Disbursements

Action	Third Party Fee	VAT (Charged at 20%)	Total
Agent Service Fee	£95.00	£19.00	£114.00

Bankruptcy Petition

Our fixed fee will be limited to the amount shown unless we are able to successfully recover our fees from the respondent pre or post insolvency in which case, we will charge on a time basis. In the event that proceedings become defended, our fees will be charged on a time basis.

Action	Court Fee/Third Party Fee	Our Fee	VAT (Charged at 20%)	Our Fee Total
Previous Petition Search		£48.00	£9.60	£57.60
Bankruptcy Petition		£450.00	£90.00	£540.00

Disbursements

Action	Court Fee/Third Party Fee	VAT (Charged at 20%)	Total
Issue Fee	£302.00		
Official Receivers Deposit	£990.00		
Process Server Fee	£95.00	£19.00	£114.00
Agents Charge (per hearing)	£100.00	£20.00	£120.00

Likely timescales

Day 1 – Statutory Demand issued and sent to agents for service

Day 10 – Statutory Demand served, debtor has 21 days to respond

Day 31 – Bankruptcy Petition issued

Day 91 – Bankruptcy Hearing

Winding up Petition

Our fixed fee will be limited to the amount shown unless we are able to successfully recover our fees from the respondent pre or post insolvency in which case, we will charge on a time basis. In the event that proceedings become defended, our fees will be charged on a time basis.

Action	Court Fee/Third Party Fee	Our Fee	VAT (Charged at 20%)	Our Fee Total
Demand Letter		£35.00	£7.00	£42.00
Winding up Petition		£450.00	£90.00	£540.00
Petition & Company Search		£49.00	£9.80	£58.80

Disbursements

Action	Court Fee/Third Party Fee	VAT (Charged at 20%)	Total
Issue Fee	£302.00		
Official Receivers Deposit	£1600.00		
Process Server Fee	£95.00	£19.00	£114.00
Agents Charge (per hearing)	£100.00	£20.00	£120.00
Advertisement Fee	£118.90	£23.78	£142.68

Likely timescales

Day 1 – Winding up Demand letter sent

Day 5 – Issue Petition

Day 7 – Papers sent to agents for service

Day 30 – Advertise Petition

Day 42 – Winding up hearing

Defended

Should any case become disputed and we enter into protracted discussions with your Debtor on technical, contractual or complex issues then hourly rates may apply and this will be handled by our Litigators, such costs to be agreed on a case by case basis.

Qualifications and experience of our team

Our debt recovery team includes:

Name	Position	Hourly rate (£)	Experience
Dale Fawcett	Director of Debt Operations		Please refer to the website bio for full details.
Adam Stansfield	Senior Legal & Enforcement Litigation Executive		Please refer to the website bio for full details.
Kirsty Hunt	Debt Recovery Executive		Please refer to the website bio for full details.
Rob Johnson	Debt Recovery Executive		Please refer to the website bio for full details.
Sarah Goodwin	Office Manager		Please refer to the website bio for full details.
Peter Middleton	Head of Commercial Litigation	£250.00 plus VAT of £50.00 = £300.00	Please refer to the website bio for full details.
Jessica Bennett	Senior Litigation Solicitor	£250.00 plus VAT of £50.00 = £300.00	Please refer to the website bio for full details.
Lisa Adkin	Litigation Solicitor	£200.00 plus VAT of £40.00 = £240.00	Please refer to the website bio for full details.