



Think of us as your Credit Control Department. If you or your business is owed money, our dedicated team of Debt Recovery specialists are here to help recover your debt.

The following information relates to our costs in respect of pursuing unpaid invoices or undisputed debts of a minimum of £250.00. If the debts are contested, our costs will fall outside of the fixed fee regime below and will be passed to our Dispute Resolution team who will be able to provide you with a further costs estimate to help recover your debt.

STAGE 1 - CONTACTING THE DEBTOR

The first stage prior to issuing court proceedings is to send a 'Letter Before Action' to the Debtor. The Debtor will be advised that court action will be commenced unless payment of the debt is forthcoming from them, usually within 14 days of receipt of the letter. Where the Law permits, we will also apply interest and compensation to the debt. Please note we will require payment of our fee upfront.

STAGE 1 COSTS: 7.5% of the debt plus VAT and disbursements* and an additional 15% plus VAT success fee on any sums successfully recovered.

STAGE 2 - WHAT HAPPENS IF THE DEBTOR DOES NOT RESPOND?

If we do not receive a response from the Debtor, we will contact you to take your further instructions. We will advise you of the best course of action depending on your case, however there are generally two routes available to you:

Route 1: Court Claim

Route 2: Bankruptcy/Insolvency Proceedings

<p>This would include the following:</p> <ul style="list-style-type: none"> ➤ Preparing the Claim Form and Particulars of Claim ➤ Issuing the Claim at Court ➤ Updating you once we receive notification from the Court that the Claim is issued ➤ Entering judgment (if the Defendant fails to acknowledge the claim and/or admits the debt is owed). ➤ Keeping you updated of any sums received from the Debtor 	<p>This would include the following:</p> <ul style="list-style-type: none"> ➤ Preparing a Statutory Demand and serving it on the Debtor. They then have 21 days to respond before we can issue insolvency proceedings against them. ➤ If payment is not received, we would then issue a Bankruptcy Petition (against individuals) or a Winding Up Petition (against companies) and issue it at Court ➤ If an Order is granted, we will liaise with the Official Receiver who is appointed to deal with and distribute the Debtor's assets to the Creditor (you)
<p>STAGE 2 – ROUTE 1 COSTS: £400 plus VAT and disbursements* and a 15% plus VAT success fee on any sums recovered from the Debtor.</p>	<p>STAGE 2 – ROUTE 2 COSTS: Statutory Demand - £400 plus VAT and disbursements* and a 15% plus VAT success fee on any sums recovered from the Debtor. Bankruptcy/Winding Up Petition - £750 plus VAT and disbursements* and a 15% plus VAT success fee on any sums recovered from the Debtor.</p>

STAGE 3 – ENFORCEMENT

Once we have obtained judgment from the Court, we may need to take further steps in order to enforce any judgment for the debt made in your favour. Bear in mind that it is often difficult to enforce any judgment made because often the debtor has disappeared and/or has no assets to recover the debt. There are however numerous options available to you to explore enforcement of the judgment debt, including but not limited to:

- Court Bailiff/Warrant of Execution
- Sheriff/High Court Enforcement Officer/High Court Write (For judgment debts more than £600)
- Attachment of Earnings Order
- Order to Obtain Information
- Third Party Debt Order
- Charging Order

STAGE 3 COSTS (per enforcement option): £400.00 plus VAT and disbursements* and a 15% plus VAT success fee on any sums recovered.

DISBURSEMENTS*

Our fees specified above exclude any and all Disbursements. These include Court fees, third party fees (such as tracing agents), Counsel's fees to attend Hearings if necessary and any enforcement fees. Some disbursements may be recoverable by you if you are successful at Court. The following provides information in respect of the cost of various Disbursements.

STAGE 2:

Court Fees

Claim Amount	Court Fee
Up to but not exceeding £300	£35
Exceeds £300 but does not exceed £500	£50
Exceeds £500 but does not exceed £1,000	£70
Exceeds £1,000 but does not exceed £1,500	£80
Exceeds £1,500 but does not exceed £3,000	£115
Exceeds £3,000 but does not exceed £5,000	£205
Exceeds £5,000 but does not exceed £10,000	£455
Exceeds £10,000 but does not exceed £200,000	5% of the value of the claim
Exceeds £200,000 or is not limited	£10,000

Statutory Demand/Bankruptcy/Winding Up Petition Fees

Description	Fee
Bankruptcy Petition Court Fee	£280
Winding UP Petition Court Fee	£280
Official Receiver Fee	£990
Search of the Insolvency Register (individuals)	£45

STAGE 3:

Enforcement Fees

Description	Fee
-------------	-----

Warrant of Execution	£110
High Court Enforcement	£66 (and a compliance fee of £75 plus VAT if enforcement is unsuccessful)
Final Charging Order	£110
Attachment Of Earnings Order	£110
Third Party Debt Order	£110
Order to Obtain Further Information	£55