

Debt Recovery

Pricing and Service Information



Debt Recovery work can vary considerably, dependent on the paperwork involved and the complexity of the Claim. Wherever possible we will try and provide you with a fixed fee for the work involved and we will cap this at a certain amount. This figure will be provided once we have had the opportunity to review the initial paperwork.

Our Fees

- Review of documents and issue a Letter Before Action – from £200.00 (plus VAT)
- Basic Debt Recovery Case (i.e. not defended) – from £750.00 plus VAT
- Defended Debt Recovery Case – from £2,000 plus VAT
- Defended Fast Track/Multi Track Debt Recovery Case – from £5,000 plus VAT

NB. We work with a number of organisations who have high volumes of Debt Recovery work, so please contact us directly for an individual Quote if this is something of interest to you.

Our Fee includes:

If a Claim is undefended:

- Taking your instructions and reviewing documentation
- Sending a letter before action
- Negotiating on your behalf if necessary
- Receiving payment and sending onto you, or if the debt is not paid, drafting and issuing 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 following judgment, providing you with advice on next step (i.e. enforcement) and likely costs

If a Claim is defended:

- Providing a Reply to Defence and/or Counterclaim (if appropriate).
- Completing a Directions Questionnaire, preparing for hearing and briefing Counsel
- For fast track cases, our fee will include preparing pre-trial checklists and documents for disclosure, drafting witness statements and arranging expert reports (if necessary).
- For multitrack cases, our fee will also include preparing for case-management conferences and pre-trial reviews and preparing cost budgets.

Court Fees

In addition to our fees, there is a fee for issuing a claim which is based on the amount you are claiming, plus interest.

| Claim Amount | Paper form fee | On-line claim fee |
|------------------------|-----------------------|--------------------------|
| Up to £300 | £35.00 | £25.00 |
| £300.01 to £500 | £50.00 | £35.00 |
| £500.01 to £1,000 | £70.00 | £60.00 |
| £1,000.01 to £1,500 | £80.00 | £70.00 |
| £1,500.01 to £3,000 | £115.00 | £105.00 |
| £3,000.01 to £5,000 | £205.00 | £185.00 |
| £5,000.01 to £10,000 | £455.00 | £410.00 |
| £10,000.01 to £100,000 | 5% of the claim | 4.5% of the claim |

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 a bailiff is needed to collect your debt

How long will my matter take?

This can vary considerably, depending on the complexity of the case and how busy the Courts are. As a guide:

- Basic Debt Recovery case - 8-12 weeks
- Defended Debt Recovery case – 12-24 weeks
- Defended Fast Track/Multi Debt Recovery case – 24-48 weeks

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