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### Range of fixed fees for business debts that are undisputed

We aim to provide an efficient and effective debt recovery service. These costs apply where your claim is in relation to an unpaid invoice which is not disputed and enforcement action is not needed. If the other party disputes your claim at any point, we will discuss any further work required and provide you with revised advice about costs if necessary, which could be on a fixed fee (eg if a one off letter is required) or an hourly rate if more extensive work is needed.

Debt value	Court fee	Our fee (incl. VAT)	Total
Up to £5,000	£35 to £205	£900.00	£930 - £1,105
£5,001 - £10,000	£455	£1,500	£1,955
£10,000 - £200,000	5% value of the claim	£2,400	£2,400 plus 5% value of the claim

Court fees are correct as at September 2021. Changes may occur at any time and are outside of our control. VAT referred to above is calculated at the prevailing rate of 20%.

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 quote above are not for matters where enforcement action, such as a bailiff, is needed to collect your debt. For such matters we will advise you as to costs of enforcement should that be necessary;

Our fee includes:

- Taking your instructions and reviewing documentation;
- Undertaking appropriate searches;
- Sending a letter before action;
- Receiving payment and sending onto you, or if the debt is not paid, drafting and issuing the claim;
- Where no Acknowledgement of Service or Defence is received, applying to the Court to enter Judgment in default;
- When Judgment in default is received, write to the other side to request payment;
- If payment is not received within 10 working days, providing you with advice on the next steps and likely costs.

### Time scales



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Matters usually take 4 – 12 weeks from receipt of instructions from you to receipt of payment from the other side, depending on whether or not it is necessary to issue a claim. This is on the basis that the other side pays promptly on receipt of Judgment in default. If enforcement action is needed, the matter will take longer to resolve.

For business to business debts, the letter of claim will allow the debtor 14 days in which to pay; for debts owed to businesses by individuals or sole traders, the time period is extended to 30 days and possibly longer.

Please Note: VAT is added to costs and each disbursement at the prevailing rate – currently 20%