

Debt Recovery – Estimated Costs

These costs apply where your claim is in relation to an unpaid invoice and enforcement action is not needed. If the other party disputes your claim at any point and enforcement action is needed, we will discuss any further work required and provide you with revised advice about costs if necessary. The below is only an estimate based upon the number of hours that it is anticipated we will need to spend on your matter. Depending on your precise circumstances, the cost could be more or less than the estimates set out below.

Debt value	Court fee	Our estimated fee <i>(incl. VAT)</i>	Estimated Total
Up to £5,000	£205.00	£300.00 – £1,500.00	£505.00 - £1,705.00
£5,001 - £10,000	£455.00	£540.00 - £2,040.00	£995.00 - £3,035.00
£10,001 - £50,000	5% value of the claim	£960.00 - £3,600.00	1,460.00 – 6,100.00

(Court fees subject to change by the Court)

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 eg bailiffs, are required to collect your debt, remove other assets in settlement or where it is necessary to register a charge against a property, or an attachment to earnings order etc.

Our fee includes:

- Taking your instructions and reviewing documentation
- Sending a letter before action
- Receiving payment and sending onto you, or if the debt is not paid, drafting and issuing claim
- Where no Acknowledgment 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 within 14 days, providing you with advice on next steps and likely costs

We offer a fixed fee, in addition to the above, to undertake appropriate searches into a debtor through a third party to assess their likely assets and aid in the decision as to whether to pursue someone for a debt.

Report type	Our Fee	Details
Standard Report	£470.00 (including VAT)	<p>This is a basic process which is limited to one address. Average response time 48 - 72 hours:-</p> <ul style="list-style-type: none"> • Confirmation that the subject is resident or trading from the address supplied • Land Registry Documents • Employment information (current employer) • Telephone numbers (home & employer) • If a company, it's financial reports • County Court Judgments • Insolvency Voluntary • Arrangement, Bankruptcy and Winding up/Insolvency information registered against the name and address supplied
In-depth Report	£685.00 (including VAT)	<p>Our report will include the following if available and is limited to three addresses. Average response time 48 - 72 hours.</p> <ul style="list-style-type: none"> • Current & past directorships • Resident or trading from the address supplied • Employment information (current employer) • Telephone numbers (home & employer) • Property ownership(s) & current price(s) • Land Registry Documents • Any other assets

		<ul style="list-style-type: none"> • Disqualified directors searches • Insolvency register searches • County court judgments • Winding Up and Insolvency searches • Company financials
Full Litigation Report	£845.00 (including VAT)	<p>Average response time is 10 working days. Our report will include the following if available and provides an unlimited addresses search.</p> <ul style="list-style-type: none"> • Free address trace • Date of birth confirmation • Confirms current address • Confirms financial status • Current & past directorships • Employment information • Property ownership • Property Description • Estimated property value • Land Registry Documents • Disqualified directors searches • Insolvency register searches • Suspected alias used • Social media searches • Credit background • Mobile or telephone numbers • County court judgments • Insolvency register Search • Company financials • Lifestyle information

Matters usually take 6 - 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 Judgement in default. If enforcement action is needed, the matter will take longer to resolve.