



## Costs and Service Information

### Debt Recovery For Businesses

#### Prices

##### Pre-Court Action

Debt value	Hourly Rate	Estimate of Time	Estimate of cost	Total inc VAT
Up to £10,000	£150	2-3 hours	£300-£450	£360-£540
£10,001 +	£180	2-3 hours	£360-£540	£432-£648

##### Court Action

Debt value	Hourly Rate	Estimate of Time	Estimate of cost	Total + VAT
Up to £10,000	£150	2-3 hours	£300-£450	£360-£540
£10,001 +	£180	2-3 hours	£360-£540	£432-648

##### Combined Action

Debt value	Hourly Rate	Estimate of Time	Estimate of cost	Total inc VAT
Up to £10,000	£150	4-6 hours	£600-£900	£720-£1080
£10,001 +	£180	4-6 hours	£720-£1,080	£864-£1296

You will also need to pay a court fee which is calculated in accordance with the value of your claim. Please see below for a list of the current court fees.



## 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 claim which includes both pre-court action and court action:

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

## Services excluded

Our service will **not** include any of the following:

- Representation for matters against clients or potential clients.

## Approximate/ average timescales

Debt recovery matters usually take 3 to 6 months 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.

## Factors that could increase costs

In some circumstances we may increase our fees to account for additional time, work or skill required to meet your instructions. Examples include:

- If the value of the compensation and interest take the debt in to a higher banding attracting a higher fee.
- If enforcement action is needed such as a bailiff to collect your debt.
- If the matter is defended and it goes to trial.
- Unexpected complex disclosure.

## Disbursements

As part of your case disbursements may also be incurred for which you will be liable. The most likely disbursement that you will incur will be court fees.

The court fees for issuing a claim in the county court vary depending on the value of the claim:

Value of claim	Court issue fee
Up to £300	£35
Greater than £300 but no more than £500	£50
Greater than £500 but no more than £1,000	£70
Greater than £1,000 but no more than £1,500	£80
Greater than £1,500 but no more than £3,000	£115
Greater than £3,000 but no more than £5,000	£205
Greater than £5,000 but no more than £10,000	£455
Greater than £10,000 but no more than £200,000	5% of the value of the claim
Greater than £200,000	£10,000

In addition to court fees for issuing claims, you may also be required to pay a hearing fee if your case reaches trial. Those costs vary from £27 to £1,175 depending on the value of the claim and the track to which the court has allocated it.

If you need to take action to enforce a judgment, additional court fees may be payable. Those fees will be dependent on the type of enforcement action you elect to take.

Please note, the Ministry of Justice reviews court fees on an annual basis and they can change during the lifetime of a case.

## Qualifications and experience of our team

Jonathan Askins – Solicitor & Head of Department  
Shaunna Forrest – Apprentice Solicitor

Regardless of who works on your matter, they will be supervised by Jonathan Askins – Solicitor & Head of Department

