



Debt Recovery

These costs apply to business-to-business debt recovery matters where your claim is in relation to an unpaid invoice which is not disputed and where enforcement action is not needed.

Debt Value	First Stage	Second Stage	Court Fee	Total
	Our fee (incl. VAT) for Pre-Action (to include sending letter before action, considering response and follow up correspondence)	Our fee (incl. VAT) for preparing the claim for issue in the CCMCC and requesting Judgment in Default		
Up to £300	£315 (£52.50 VAT)	£315 (£52.50 VAT)	£35	£665
£301-£500	£315 (£52.50 VAT)	£315 (£52.50 VAT)	£50	£680
£501-£1000	£315 (£52.50 VAT)	£315 (£52.50 VAT)	£70	£400
£1001-£1500	£315 (£52.50 VAT)	£315 (£52.50 VAT)	£80	£410
£1501-£3000	£450 (£75 VAT)	£450 (£75 VAT)	£115	£1,015

£3001- £5000	£450 (£75 VAT)	£450 (£75 VAT)	£205	£1,105
£5,001 – £10,000	£600 (£100 VAT)	£600 (£100 VAT)	£455	£1,655
£10,001 – £50,000	20% value of the claim plus VAT		5% value of the claim	TBC depending on value of the claim.

If your opponent disputes your claim at any point, the costs beyond the First Stage (set out below) will not apply and we will discuss any further work required and provide you with revised advice about costs. It is likely that on-going costs in a disputed action would be charged on an hourly rate basis.

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 the bailiff, is needed to collect your debt

Our fee includes:

- 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 claim
- Where no Acknowledgment of Service or Defence is received, applying to the court to enter Judgment in default
- When Judgment in default is received, writing to your opponent to request payment
- If payment is not received within 14 days of obtaining Judgment, providing you with advice on next steps and likely costs

Undisputed debt claims usually take 12-16 weeks from receipt of instructions from you to receipt of Judgment in Default (depending on how quickly you revert with further instructions following completion of the Pre-Action stage and depending on how busy the Court is). This is on the basis that your opponent pays promptly on receipt of Judgment in default. If enforcement action is needed, the matter will take longer to resolve.