

Debt recovery: Range of fixed fees

Our charges are based on an hourly rate, for details of our current hourly rates please click [here](#). All our charges are excluding VAT which will be added at the current prevailing rate which is currently 20% unless specifically stated otherwise.

Court Claims

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 (e.g. if a one-off letter is required), or an hourly rate if more extensive work is needed.

Debt value	Court fee	Our fee
Up to £5,000	£35 – £205	£750 plus VAT
£5,001 – £10,000	£455	£750 plus VAT
£10,001 – £50,000	5% value of the claim	£1,500 plus VAT

Anyone wishing to proceed with a claim should note that:

- The VAT element of our fee cannot be claimed 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.
- Court fees can change.
- We may need to make an additional charge to review any substantial documentation.

Our fee includes:

- Taking your instructions and reviewing documentation.
- Undertaking appropriate searches.
- Sending a Letter Before Action.
- Receiving payment and accounting you, or if the debt is not paid, drafting and issuing a claim for your approval.
- Where no Acknowledgment of Service or Defence is received, applying to the court for Judgment in default.
- When Judgment in default is received, write to the other side to request payment.
- If payment is not received, providing you with advice on next steps and likely costs.

Matters usually take 1-8 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.

Debt recovery matters are dealt with by our dispute resolution team headed by [Neil Adams](#). [Neil Adams](#) is supervised by [Richard Griffiths](#).