Debt Recovery Costs & Fees

This document outlines the costs and fees for an undisputed debt claim for an unpaid invoice.

We offer competitive fixed fees for undisputed debt recovery matters. The following charges will apply where your claim is in relation to unpaid invoice(s) which are not disputed and enforcement action is not needed. If the debtor disputes your claim at any point, we will discuss with you the further work requiredand provide you with revised advice about costs if necessary, which could be on a fixed fee or an hourly rate if more extensive work is required.

We will provide you with an accurate estimate once we have understood the scope of your claim.

Debt Amount	Court Fees	Our Fees (excluding VAT)
Up to £5,000	Up to £205	£95 - £300
£5,001 - £10,000	£455	£150-£400
£10,000 - £100,000	5% value of the claim	£750
£100,000 +	5% value of the claim	£1,000

Please note:

- The fees estimated above do not include any enforcement action.
- The fees only apply to undisputed claims.
- Our proposed fees assume that the debtor has been correctly identified and their current location is known.

If the debt is disputed at any stage, we will discuss the further work required and will provide you with a revised fee estimate.

Our fees will include:

- Taking your instructions and reviewing your documentation
- Undertaking any appropriate searches
- Sending a Letter Before Action (LBA)
- Receiving payment on your behalf and sending it to you
- Drafting and issuing proceedings if the debt is not paid
- Appling to enter judgment in default if no Acknowledgment of Service or Defence is filed
- Requesting payment after default judgment has been awarded
- Advising on next steps if payment is not received within a reasonable timeframe

Timescales

It can take around 2-8 weeks from receipt of your instructions to receiving payment from the debtor, depending on what stage the claim reaches. This is on the basis that the debtor settles the claim once a default judgment has been obtained. If any enforcement action is required, it can take longer to resolve.