

Debt Recovery

Undisputed Debt Recovery Charges

All undisputed debt recovery work is carried out at a fixed rate

Stage 1 Letter before action - £50.00 plus VAT

This includes the letter before action and all documents required by the Pre-Action Protocol where necessary. Letter before action costs may be recoverable from your debtor.

Stage 2 Issuing Claim Form

Debt (£)	Court Fee* (£)	Our Costs (plus VAT) (£)	Fixed Costs* (£)
1 - 300	35	100	50
301 - 500	50	100	50
501 - 1,000	70	140	70
1,001 - 1,500	80	160	80
1,501 - 3,000	115	160	80
3,001 - 5,000	205	160	80
5,001 - 10,000	455	Charges on request	100

For claims over £10,000.00 cost estimates are available on request

*costs that are recoverable from your debtor

Stage 3 Entering Judgment

	Our Costs (£)	Fixed Costs* £0-£5,000 (£)	Fixed Costs* Over £5,000 (£)
In default of Acknowledgment of Service	44 (£0-£5,000) 60 (Over £5,000)	22	30
In default of Defence	50 (£0-£5,000) 70 (Over £5,000)	25	35
Admission plus offer to pay instalments	80 (£0-£5,000) 110 (Over £5,000)	40	55
Admission and court decides rate of instalments	110 (£0-£5,000) 140 (Over £5,000)	55	70

*costs that are recoverable from your debtor

At all stages of the matter, telephone calls (not lasting more than six minutes), emails and any other communication are charged at £22.00 plus VAT each.

Defended cases

If the case becomes defended, and where it is appropriate to do so, the matter will be passed to a solicitor in our Litigation Department where our hourly rate charges will apply. You will be notified of this in advance with full cost information provided.

If you would like to discuss this further, please contact:

Sonia Ali, Solicitor – Litigation

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Direct Dial **01905 723 561**