

Debt Recovery Fees

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.

As we cannot know in advance exactly what work is going to be involved, we will provide you with information about the likely costs at the outset of your matter and, if required, at regular intervals whilst it progresses.

The hourly rates of the solicitors who may have conduct of your matter are as follows:

Ian Meadows (partner) £210 per hour plus VAT

Lydia Potter (solicitor) £195 per hour plus VAT

Our fee includes:

- Taking your instructions and reviewing documentation.
- Undertaking appropriate searches.
- Sending a letter before action.
- Receiving payment and sending onto 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 Judgement in default.
- When Judgement in default is received, write to the other side to request payment.
- If payment is not received within 14 days, providing you with advice on next steps and likely costs.

In addition, the following Court fees are payable in the event legal proceedings have to be issued:

Up to £300	£35.00
Greater than £300 but not more than £500	£50.00
Greater than £500 but not more than £1000	£70.00
Greater than £1000 but not more than £1500	£80.00
Greater than £1500 but not more than £3000	£115.00
Greater than £3000 but not more than £5000	£205.00
Greater than £5000 but not more than £10,000	£455.00
Greater than £10,000 and up to £100,000	5% of the value of the claim

Matters usually take 2 to 24 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 Judgement in default. If enforcement action is needed, the matter will take longer to resolve.