

Business to business debt that is undisputed

Stage 1 claims – before issuing court proceedings

Sole Trader – Letter before action - £50 plus VAT

Company – Letter before action - £75 plus VAT

Stage 2 – 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. VAT is charged at the current rate of 20%.

Debts amount	Court Fee	Our Fees
Up to £300	£35	£100 plus VAT
£301 to £500	£50	£100 plus VAT
£501 to £1000	£70	£120 plus VAT
£1001 to £1500	£80	£160 plus VAT
£1501 to £3000	£115	£160 plus VAT
£3001 to £5000	£205	£200 plus VAT
£5001 to £10000	£455	£ 400 plus VAT
£10001 to £200000	5% of claim	5 % value of the claim

Disbursements

Disbursements are costs related to your matter that are payable to third parties, such as court fees as above or the costs of a process server which can range between £50 to £150. You will be advised of their costs before instructing them. We handle the payment of the disbursements on your behalf to ensure a smoother process.

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 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 30 days, providing you with advice on next steps and likely costs

Matters usually take 4-6 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. If a claim is issued then this can take 3- 6 months depending on the date of a hearing. If enforcement action is needed, the matter will take longer to resolve and can take up to a year.

Staff Profile

Our Debt Recovery Department is headed by Nick Fentiman, a director at the firm with over 40 years of experience which includes Civil Disputes and Debt Recovery.