



Understanding fees in debt recovery for businesses

For uncontested matters

We charge £70 + VAT for new clients; thereafter we charge £10 + VAT for each letter before action sent. If the matter is not resolved at that stage, court proceedings will be necessary. We charge £450 + VAT on average for this work if it remains uncontested, together with the court fee shown in the table below. In addition to these costs we would also charge £4 + VAT per individual client for the cost of undertaking Electronic ID checking, which is part of our anti-money laundering obligations.

These costs apply where your claim is in relation to an unpaid invoice which is not disputed, where proceedings are issued through the County Court but enforcement action through the court is not needed.

Amount of debt claimed	Court fee
Up to £300	£35
£301 to £500	£50
£501 to £1,000	£70
£1,001 to £1,500	£80
£1,501 to £3,000	£115
£3,001 to £5,000	£205
£5,000 to £10,000	£455
£10,001 - £100,000	5% value of the claim





Please note that:

- Your costs incurred with this firm cannot be recovered directly from the debtor, however the Court may make a costs order in your favour. We will discuss with you, if appropriate, how you may recover any costs you may be awarded.
- Interest and compensation may take the debt into a higher banding, with a higher Court fee payable.
- The costs quoted above do not apply to matters where enforcement action is needed to collect your debt.

Our fee includes:

- Taking your instructions and reviewing documentation;
- Sending a letter before action;
- Receiving payment and remitting the same to you.

For contested matters

If the other party disputes your claim at any point (for instance if a defence is filed), we will discuss any further work required and provide you with detailed advice about costs, which is on an hourly rate basis. The amount we charge depends on all the circumstances of the case such as the type of debt, whether a defence or counterclaim is likely to be served, the nature of the debtor and the appropriate methods of recovery.

We are likely to charge approximately £750 + VAT if the matter is contested. This estimate is an average figure based on recent instructions; in addition, disbursements such as further Court fees, counsel's fees, and enforcement charges may also be payable. The actual cost to you will depend on a number of factors which we will discuss with you if you instruct us and provide you with a detailed estimate.

