**Pre – litigation Debt Recovery**

**Debt Recovery – Recovery Fee only**

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| --- | --- |
| **Cost** | **Recovery Fee Only**20% of the value of the recovered debt and any late payment charges incurred by the debtor |
| **Basis for charges** | Fixed Percentage and fixed late payment charges |
| **Key stages of the matter** | * 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 in 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
 |
| **Timescales** | On average matters usually take 1 – 3 months 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 |

**Debt Recovery – Subsidised Recovery Fee**

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| **Cost** | **Subsidised Recovery Fee** File opening fees dependant on the amount of the debt: Debt Under £1000 - £40.00 & £8.00 VAT\*Debt £1000 to £10,000 - £70.00 & £14.00 VAT\*Debt £10,001 to £100,000 - £100.00 & £20.00 VAT\*Debt Over £100,000 - £375.00 & £75.00 VAT\*\* The above fees are refunded on successful recovery of the debt**PLUS**10 % of the value of the recovered debt |
| **Basis for charges** | Fixed initial payment on account dependant on the value of the debt and subsequent fixed fee equating to a percentage of the value of the recovered debt |
| **Key stages of the matter** | * 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 in 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
 |
| **Timescales** | On average matters usually take 1 – 3 months 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 |

**Debt Recovery – Retainer Service**

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| **Cost** | **Retainer Service**Monthly retainer fee. The cost is dependent upon the size of the company and subject to detailed assessment of their needs. **PLUS**5 % of the value of the recovered debt |
| **Basis for charges** | Fixed monthly retainer fee and fixed percentage of debt amount |
| **Key stages of each instructed matter** | * 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 in 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
 |
| **Timescales** | On average matters usually take 1 – 3 months 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. |

**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.**

**Commercial Debt Recovery team**

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| --- | --- | --- | --- |
| **Name**  | **Job Title / Role (identify if supervisor)** | **Qualification(s)** | **No of years experience in field** |
| Mark Forman | Solicitor - Partner Supervisor | Solicitor | 24 |
| Colin Wynne | Commercial Debt Recovery Executive  | Member of the Chartered Institute of Credit Management | 30 |