**Pre – litigation Debt Recovery**

**Debt Recovery – Recovery Fee only**

|  |  |
| --- | --- |
| **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**

|  |  |
| --- | --- |
| **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**

|  |  |
| --- | --- |
| **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**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |