

## **Business to Business undisputed debt 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 at £255 per hour plus VAT if more extensive work is needed.

For debt values up to £100,000 the fees are as follows :

<b>Debt Value</b>	<b>Court fee (no VAT payable)</b>	<b>Our fee pre-action (plus VAT)</b>	<b>Our fee post-action (plus VAT)</b>
Up to £5000	Scale from £35-£205	£350	£600
£5001-£10,000	£455	£400	£800
£10,001-£25,000	5% value of the claim	£500	£1000
£10,001-£100,000	5% value of the claim	£750	£1500

If the debt is paid following the pre-action letter being sent by us or you decide to not proceed with the matter you will only pay the pre-action fee relevant to your claim. If you decided to issue court proceedings the post-issue and court fee will be payable in addition.

Anyone wishing to proceed with a claim should note that:

- You may not be able to recover all of our fees from the debtor (or any of the VAT element of our fee) and we will advise you at the outset of the amount you can expect to reclaim.
- 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.
- The costs quoted above do not include the costs of instructing a process server (agent that delivers legal documents) to serve your claim; if this is likely to be necessary we will notify you at the outset.

- You will need to pay Court fees in advance of us issuing a claim and we will invoice our professional fees upon entering judgment unless we notify you otherwise.

Our fee includes:

### **Pre-action**

- Taking instructions, reviewing documentation and advising you.
- Undertaking appropriate searches.
- Drafting and sending letter before action and reporting back to you.
- Receiving payment and sending on to you.

### **Post issue**

- If the debt is not paid, drafting and issuing the claim form.
- 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 21 days, providing you with advice on next steps and likely costs

Matters usually take between 4 and 14 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 required or the claim is disputed the matter will take longer to resolve and additional costs will apply.

If you would prefer to serve a Statutory Demand which is an alternative to a letter before action and court proceedings our costs for an undisputed contractual debt with a value up to £100,000 is £750 - £1000 plus VAT and the costs of process server which is usually around £150. The cost of taking further action in issuing a bankruptcy or winding up petition will be in the region of £1500 to £2500 plus VAT.

Should any additional costs be payable we will inform you of this as soon as possible and provide a fee estimate. Further fees will be payable in the following circumstances:

1. Disputed or contested claims

2. Negotiations and settlement discussions are required
3. Settlement Agreement required
4. Voluminous and/or complex documentation
5. Disclosure/evidence required and/or further investigations
6. Failure to provide proper and full instructions upon request
7. Taking enforcement proceedings
8. Instructing a bailiff
9. Dealing with any applications and/or appeals as to the outcome of the judgement

The above information provides typical costs for the service. We will give you precise information when you contact us and provide us with your specific requirements. For further information please either call or email us.