



Debt Recovery

Pricing Information

We have outlined a list of common circumstances in respect of which we can provide you with indicative costs for acting in relation to recovering your business debts.

Standard Debt Recovery Charges

The fees and disbursements below provide an indication of the cost of progressing your referred matters.

Wherever possible, we would look to recover some or all costs by applying interest and charges to the debt in accordance with any contractual terms that permits the recovery of costs incurred from your debtor.

Alternatively, we will apply interest, compensation costs and reasonable recovery fees to the debt, to be recovered by the debtor in accordance with 5A(2A) of the Late Payment of Commercial Debts (Interest) Act 1998.

All fees and disbursements are subject to VAT at 20% except for Court fees where no VAT applies.

Pre-legal fees*

Our Fee

Demand for Payment / Letter of Claim – a pre-action protocol compliant letter where interest and reasonable recovery legal costs in accordance with 5A(2A) of the Late Payment of Commercial Debts (Interest) Act 1998 are added to the debt, so they are recoverable from the Debtor. However, if the debt and costs are not recovered, we will charge the nominal fee to cover costs. £125.00

Further work conducted on your behalf such as collections, pre-legal activity, dispute resolution or negotiations for settlement will be charged on a time spent basis at the rates below, unless agreed otherwise.

Legal proceedings* (not including Court fees or other disbursements)

We also add reasonable recovery legal costs in accordance with 5A(2A) of the Late Payment of Commercial Debts (Interest) Act 1998 to the debt for legal proceedings, so they are recoverable from the Debtor. However, if the costs are not recovered, we will charge nominal fees of*:

Our Fee

• Issuing a Claim to an undefended Judgment	£300.00
• Writ of Control (High Court Enforcement)	£175.00
• Tomlin Order/Consent Order	£350.00
• Charging Order (following judgment)	£350.00
• Settlement of Charging Order	£225.00
• Statutory Demand	£450.00
• Winding Up Petition	£1,750.00
• Bankruptcy Petition	£1,250.00

*Standard fees apply to a referred debt of up to £10,000.00.

Non-standard and defended cases

If a case is defended and outside the small claims track, complex or relates to an application filed by a defendant, it will be placed with our team of defended lawyers at the hourly rates below:

	Hourly Fee
• Partner	£375.00
• Legal Director	£325.00
• Principle Associate	£300.00
• Senior Associate	£275.00
• Associate	£225.00
• Litigation Executive	£205.00
• Paralegal	£175.00
• Legal Assistant	£125.00

Standard Court fees and disbursements (external costs)

Court Issue (Money Claims Online)

	Court Fee
• Up to £300	£35.00
• £300.01 to £500.00	£50.00
• £500.01 to £1,000.00	£70.00
• £1,000.01 to £1,500.00	£80.00
• £1,500.01 to £3,000.00	£115.00
• £3,000.01 to £5,000.00	£205.00
• £5,000.01 to £10,000.00	£455.00
• Over £10,000	5% of claim value
• Over £100,000 (not MCOL)	5% of claim value

Application and Enforcement disbursements (external costs)

	Court Fee
• Application by Consent or without notice	£119.00
• Application for a Charging Order	£131.00
• Application on notice where no other fee is specified	£275.00
• Sealing a Writ of Control (High Court Enforcement)	£80.00
• HCEO Abortive fee (vatable)	£75.00
• Trace fee (vatable)	£50.00

Insolvency Proceedings

	External Cost
• Petition Court fee	£332.00
• Official Receiver Deposit (refundable if Order not made):	
Bankruptcy Petition	£1,500.00
Winding Up Petition	£2,600.00
• Personal Service of Statutory Demand	£135.00
• Petition hearing attendance (Agent)	£150.00
• Searches for Bankruptcy	£10.00
• Advertisement in Gazette for Winding Up Petition	£95.00

All fees and disbursements are subject to VAT at 20% except for Court fees where no VAT applies.

Timescales

We will acknowledge your instruction within 24 hours and send out the initial letter before claim to the debtor within 48 hours, for a standard debt recovery referral.

A commercial (business) debtor will be provided with 14 days (unless you instruct otherwise) to make payment, proposals for payment or provide details of any dispute. An individual (person) debtor is provided with 30 days to enable them to seek independent advice, should it be needed.

Once legal proceedings are issued, a debtor has 21 days (7 days for service of proceedings then 14 days to respond) before we can enter judgment (CCJ). Therefore, for an undefended claim, judgment may be obtained within 6 weeks of instruction for a business or 8 weeks for an individual.

Defended legal proceedings really depend on the debtor being engaging and attempting to settle, and the Courts' capacity for track allocation and hearings. A defended small track claim (up to £10,000) could take 9-12 months to get to mediation or a trial, whereas a fast-track claim (£10,000-£25,000) and multi-track claim (over £25,000) could take up to 18 months to get to trial.

Throughout a defended claim process, we will endeavour to engage with the debtor to determine whether settlement is an option. While settlement may mean you will have to be flexible in the sum you will receive, that sum will be in your bank sooner and legal/Court fees may not have been incurred.

Typically for enforcement, we will instruct a High Court Enforcement Office on your behalf, for debts over £600. Once the judgment has been transferred to the High Court, a Notice of Enforcement letter is sent to the debtor (in accordance with compliance) providing them to pay or contact within 7 days. If no payment or response is received, an Officer will attend the debtor's premises within 7 days to collect payment or levy on any assets for removal and sale at auction. If it gets this far (which isn't often at all), the process could take 4-6 weeks.

If you instruct us to serve a statutory demand on a debtor, once drafted, it needs to be personally served on them or for a business, at the registered office or last known business address. This can take 7-14 days, dependent on the debtor (individual) confirming their identity and being present. A debtor will then have 18 days to set aside the demand or 21 days to pay, failing which, you may petition for bankruptcy (individual) or a winding up order (business).

The Courts will typically take around 14 days to seal the drafted petition, filed by us on your behalf, then list a petition hearing date in around 8-12 weeks. If payment or settlement is not agreed, and there is no further applications or adjournment, the order will be given at this hearing.