

**Debt recovery**

These costs apply where your claim is in relation to an unpaid invoice of up to £100,000, which is not disputed and enforcement action is not needed. If your debtor disputes your claim at any point, we will discuss any further work required and provide you with revised costs estimates.

**ENGLAND AND WALES**

Debt value	Court fee	Our fee (incl. 20% VAT)	Total (incl. 20% VAT)
Up to £5,000	£35 -205	£500	£535 – £705
£5,001 - £10,000	£455	£600	£1,055
£10,001 - £50,000	5% of the value of the claim	£700	£700 + 5% of the value of the claim
£50,001 - £100,000	5% of the value of the claim	£900	£900 + 5% of the value of the claim

**SCOTLAND**

Debt value	Court fee	Our fee (incl. 20% VAT)	Total (incl. 20% VAT)
Up to £5,000	£102	£500	£602
£5,001 - £10,000	£127	£600	£727
£10,001 - £50,000	£127	£700	£827
£50,001 - £100,000	£127	£900	£1,027

We carry out large volumes of debt recovery work for clients at reduced rates and would be pleased to discuss different options for fee arrangements with you if you have a number of debtors.

Anyone wishing to proceed with a claim should note that:

- Our full fees may not be recoverable from your debtor. In both England and Scotland there are frameworks prescribing the costs that can be recovered from debtors.
- Interest and compensation may take the debt into a higher banding, justifying an increase in our costs.
- The costs quoted above are not for matters where enforcement action is required.

Our fee includes:

- Taking your instructions and reviewing documentation.
- Undertaking appropriate searches such as a company search.

- Sending a letter before action.
- Receiving payment and sending this on to you or, if the debt is not paid, drafting and issuing a claim to the court.
- Where no acknowledgment of service or defence is received, applying to the court to enter judgment in default.
- When judgment in default is given, writing to your debtor to request payment.
- If payment is not received within 14 days, providing you with advice on next steps and likely costs.

We will aim to obtain judgment in default on an undefended claim in 42 days but it may take an additional 30 days (and, on occasion, longer) in England and Wales where your debtor is an individual. These timings are subject to change and we will provide you with updated estimates as your matter progresses.