

Fixed Fee Debt Recovery for Businesses

Do you need to recover a debt?

If so, we can help you recover your money

There are three steps to recovering the debt and we can help you.

1. Letter before action

Step 1: Sending a letter before action to the debtor. This letter is a written demand for payment within a certain time and an important part of the process.

We charge a fixed fee of **£80 plus VAT** to meet with you, obtain your instructions, draft the letter before action and chase the other side by telephone.

2. We will issue Court proceedings

The second step of debt recovery involves issuing Court proceedings against your non-paying customer or client. To minimise the cost of this for you we will send you a list of questions which you will need to complete, this will allow us to complete the claim form electronically on your behalf.

The fixed fee for issuing Court proceedings depends on the amount of money you are owed.

Issuing Court Proceedings	Our Fees	Court Fees
Up to £3,000.00	£100.00	£25.00
£3,000.01 - £10,000.00	£200.00	£185.00
£10,000.01 - £100,000.00	£200.00	4.5% of the value of the claim

* If the amount of money owed is above £100,000.00 we will discuss fixed fee rates with you.

3. Entering judgement and commencing enforcement action

The third step involves entering a judgment against your non-paying customer or client and commencing enforcement action. A judgment is a record that you are owed a sum of money.

Entering judgment	Our Fees
Up to £3,000.00	£15.00
£3,000.01 - £100,000.00	£30.00

Once a judgment is obtained, it may not be enough to force the non-paying customer or client to discharge the debt and you may need to enforce the judgment. Enforcement action is the final step.

Making an application for a debtor to attend an information hearing	Our fees	Court Fees	Bailiff fees	Process Server Fees
	£250.00	£50.00	£100.00	Up to £150 plus VAT (quicker)

Making an application for an attachment of earnings	Our fees	Court fees
	£250.00	£100.00

Making an application for third party debt order	Our fees	Court fees
	£300.00	£100.00

Making an application for a charging order	Our fees	Land registry	Court fees	Advocate fee
	£350.00	Up to £106.00	£100.00	Up to £200.00

Making an application for a warrant and execution at a debtor's premises in the County Court	Our fees	Court fees
	£150.00	£100.00

Making an application for a writ and execution at a debtor's premises in the High Court	Our fees	Court fees
	£150.00	£60.00

*The High Court Enforcement Officer will charge an administration fee if he is unable to recover payment from the debtor, this is generally around £70.00

Insolvency Proceedings:

Drafting and serving a statutory demand	Our fees	Process Server fees
	£150.00	Up to £150.00

Presenting a bankruptcy petition	Our fees	Court fees	Official receiver	Process server fees	Advocate fees
	£500.00	£280.00	£750.00	£100.00	Up to £200.00

Presenting a winding up petition	Our fees	Court fees	Companies House	Official receiver
	£550.00	£280.00	£35.00	£1,250.00
		Process server fees	Gazette Petition once Issued	Advocate fees
£100.00	From £45.00	£250.00		

*If we are unable to recover the debt by actioning the above, then further action may be necessary. We will discuss the costs of further action with you as it may be possible to agree a fixed sum with you or you may prefer to work with us on an hourly rate basis.