

Standard Undisputed Debt Recovery Process

We charge a fixed fee for each stage of the Standard Undisputed Debt Recovery Process (Stages 1-4) which includes:

- Standard progress reports/updates
- Telephone updates
- Advice on alternative enforcement options of the Judgment

This service does not include:

- Handling disputed debts
- Telephone calls to/from Debtors
- Setting up/Monitoring instalment plans
- Bespoke Particulars of Claim (which are quoted for upon request and dependent on the facts of the claim)

All charges quoted are exclusive of VAT.

STAGE 1 - Letter Before Action	
	Our charges
Standard letter before action UK by post	£20.00
Standard letter before action to be sent by email and post	£25.00
Follow up letters	£10.00
Bespoke non-standard drafted letters	From £20.00 per letter

STAGE 2 – Issuing Court Proceedings (Court Claims)			
Debt including interest	Instruction Charge (not recoverable from debtor)	Fixed Costs for Issuing Claim (recoverable from debtor and automatically added to the debt)	Court fee (recoverable from debtor and automatically added to the debt)
25 -300	30.00	50.00	25.00
301 - 500	30.00	50.00	35.00
501 -1,000	30.00	70.00	60.00
1, 001- 1,500	30.00	80.00	70.00
1,500 - 3,000	30.00	80.00	105.00
3,001 - 5,000	60.00	80.00	185.00
5,001 – 10,000	60.00	100.00	410.00
10,001 - 25,000	60.00	100.00	4.5% of claim
25,001 - 50,000	100.00	100.00	4.5% of claim
50,001 - 75,000	100.00	100.00	4.5% of claim
75,001 – 100,000	100.00	100.00	4.5% of claim

STAGE 3 – Applying for Judgment		
Description	Debt amount £	Fixed Costs (recoverable from debtor and automatically added to the debt)
Default Judgment in default of acknowledgement of service	25.00 – 5,000.00	22.00
Default Judgment in default of acknowledgement of service	Over 5,000.00	30.00
Default Judgment in default of defence	25.00 – 5,000.00	25.00
Default Judgment in default of defence	Over 5,000.00	35.00
Judgment on acceptance of offer	25 – 5,000.00	40.00
Judgment on acceptance of offer	Over 5,000.00	55.00
Judgment on admission where court sets rate of payment	25.00 – 5,000.00	55.00
Judgment on admission where court sets rate of payment	Over 5,000.00	70.00

STAGE 4 - Enforcement of Judgments		
	Disbursement £	Our Charges £
Issuing warrant of execution to Bailiff	110.00 court fee (less 30.00 if via CCBC)	22.25
High Court Enforcement Officers	66.00	100.00
Re-issue of warrant of execution	33.00	20.00
Charging Order on property to be dealt with on paper	110.00	250.00
Prep for Charging Order hearing if objection filed	Agent's fee for attendance	150.00
Third party Debt order to first hearing	110.00 plus Agent's fee for attendance	150.00
Order to obtain information through Court	55.00 plus Agent's fee for service	75.00
Application for substituted service of Information Order	100.00	100.00
Attachment of Earnings	110.00	100.00