

Debt Recovery

1. Debt Recovery Fixed Fee Information

At Preston Redman, we want to make the recovery of your debt as straightforward as possible. The information below is a guide to our fixed costs in relation to recovering your debt where the claim is not disputed.

These costs apply where your claim is in relation to an unpaid invoice which is not disputed, and enforcement action is not needed. The costs below apply whether there is only one debtor, where there are multiple, we can provide a revised quote on request.

These costs only apply to an undefended claim, if the opposing 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 if more extensive work is needed.

Below, we have set out a likely guide to the costs with regard to the value of the claim so you can make the best decision for you or your business.

Debt Value	Court Fee	Our Fee	VAT	Total
Up to £300	£35	£1,375	£275	£1,685
£300.01 - £500	£50	£1,375	£275	£1,700
£500.01 - £1,000	£70	£1,375	£275	£1,720
£1,000.01 - £1500	£80	£1,375	£275	£1,730
£1,500.01 - £3,000	£115	£1,375	£275	£1,765
£3,000.01 - £5,000	£205	£1,375	£275	£1,855
£5,000.01 - £10,000	£455	£1,650	£330	£2,435
£10,001 - £50,000	5% of the claim	£2,200	£440	Depends on the claimed sum

- VAT is charged at 20% on our fees and some disbursements.
- No VAT is payable on the court fee.
- Additional administration costs include: -
 - AML - Electronic ID Verification Services are charged at £25 + VAT (total £30.00) per individual client - these charges may increase where additional checks are required, or the client's circumstances are more complex).
 - Electronic bank transfer and administration fees, where required, are charged at £19.50 + VAT (total £23.40) per transfer. These fees may vary slightly depending on the type of transaction.

Our fee includes: -

- Taking your instructions and reviewing the documentation.
- Undertaking appropriate searches.
- Sending a letter before action.

- Receiving payment and sending it onto you, or if the debt is not paid, drafting and issuing claim.
- Where no Acknowledgment of Service or Defence is received, applying to the court to enter Judgment in Default.
- When Judgment in Default is received, writing to the other side to request payment.
- Providing you with advice on next steps and likely costs if payment is not received within 21 days.

Our fee does not include: -

- Any enforcement action required to secure payment of the debt.
- Advice on any defence filed or steps further to the filing of such a defence. 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.

The matter will usually take 8 to 12 weeks from the date of instruction to the date of payment from the other side. This depends on the nature of your case, and this estimate is on the basis that the other side pays promptly on the receipt of a Judgment in Default. If enforcement action is needed or the matter is particularly complex, then the matter will take longer to resolve.

2. Important factors to consider

- The VAT element of our fee cannot be reclaimed from your debtor.
- Any interest and compensation you may claim could move your debt into a higher band, incurring a higher court fee.
- The above fee does not include any costs for an enforcement action taken on your behalf, for example a bailiff being required to collect your debt.
- If your matter is more complicated and/or a defence is filed against your claim, the above fees will not apply. We are happy to discuss this with you and would provide you with a revised costing.
- Part 45 of the Civil Procedure Rules limits the amount of costs that can be recovered:

If your claim is paid within 14 days of us serving the defendant with the particulars of claim, then you will not be able to claim any further costs unless the court orders otherwise.

Where a Judgment in Default is entered on your undefended claim, you will only be entitled to claim: the fixed commencement costs (up to £110 for claims over £5,000) and the fixed costs on entry of the Judgment (up to £70 depending on the nature of the request for Judgment and the size of the claim).

We are always happy to discuss any initial queries you may have or to discuss tailored debt recovery packages with you. For more information, please contact us on 012902 292424 or by email at office@prestonredman.co.uk.