



Debt Recovery Pricing and Service Information

Debt Recovery work can vary considerably, dependent on the paperwork involved and the complexity of the Claim. Wherever possible we will try and provide you with a fixed fee for the work involved and we will cap this at a certain amount. This figure will be provided once we have had the opportunity to review the initial paperwork.

Our Fees

- Review of documents and issue a Letter Before Action – from £250.00 + VAT at 20%
- Basic Debt Recovery Case (i.e. not defended) – from £750.00 + VAT at 20%
- Defended Debt Recovery Case – from £2,000 + VAT at 20%
- Defended Fast Track/Multi Track Debt Recovery Case – from £5,000 + VAT at 20%

- Administration and Compliance Fee: £50 + VAT at 20%

NB. We work with a number of organisations who have high volumes of Debt Recovery work, so please contact us directly for an individual quote if this is of interest to you.

Our fee includes:

If a Claim is undefended:

- Taking your instructions and reviewing documentation;
- Sending a letter before action;
- Negotiating on your behalf if necessary;
- Receiving payment and sending onto you, or if the debt is not paid, drafting and issuing claim;
- Where no Acknowledgement of Service or Defence is received, applying to the court to enter Judgement in default;
- When Judgement in default is received, write to the other side to request payment;
- If payment is not received following judgment, providing you with advice on next step (i.e. enforcement) and likely costs.

If a Claim is defended:

- Providing a Reply to Defence and/or Counterclaim (if appropriate);
- Completing a Directions Questionnaire, preparing for hearing and briefing Counsel;
- For fast track cases, our fee will include preparing pre-trial checklists and documents for disclosure, drafting witness statements and arranging expert reports (if necessary);
- For multitrack cases, our fee will also include preparing for case-management conferences and pre-trial reviews and preparing cost budgets.

Court Fees

In addition to our fees, there is a fee for issuing a claim which is based on the amount you are claiming, plus interest.

| Claim Amount | Court fee (based on the amount you're claiming, plus any interest) |
|------------------------|--|
| Up to £300 | £35.00 |
| £300.01 to £500 | £50.00 |
| £500.01 to £1,000 | £70.00 |
| £1,000.01 to £1,500 | £80.00 |
| £1,500.01 to £3,000 | £115.00 |
| £3,000.01 to £5,000 | £205.00 |
| £5,000.01 to £10,000 | £455.00 |
| £10,000.01 to £200,000 | 5% of the claim |
| More than £200,000 | £10,000 |

Anyone wishing to proceed with a claim should note that:

- The 20% VAT element of our fee cannot be reclaimed from your debtor
- Interest and compensation may take the debt into a higher banding, with a higher cost
- The costs quoted above are not for matters where enforcement action, such as a bailiff is needed to collect your debt.

Timescales for an undefended debt recovery claim

- Day 1: Letter Before Action – Sets out concise details of the amount claimed and the basis of the claim. The letter must give the Defendant a reasonable time to respond (at least 30 days in a straightforward case).
- Day 14: Issue Proceedings – If no response is received to the letter of claim, it is appropriate to issue Court proceedings to recover the debt. This involves preparing the claim form and the particulars of claim. There will also be a Court fee to pay, depending on the amount claimed.
- Day 28: Judgment in default– If the Defendant does not file an acknowledgment of service within 14 days of service of the particulars of claim, the Claimant can apply for Judgment in Default. If the Defendant does file an acknowledgment of service, they have a further 14 days to either admit or defend the claim.
- Day 35: Judgment – Following the Claimant’s application for Judgment in Default, the Court may grant Judgment against the Defendant. The Claim amount will become immediately payable, plus any applicable legal costs incurred and any interest accrued from the date of issuing proceedings. If the Defendant does not pay, the Claimant may take steps to enforce the Judgment.
- Day 42: Judgment in default or by admission – If, after filing and serving an acknowledgment of service, the Defendant either admits or does not defend the claim within 28 days of service of the particulars of claim, the Claimant can apply for Judgment in Default (if the defendant does not defend the claim) or Judgment by admission (if the Claimant admits the claim).
- Day 49: Judgment - Following the Claimant’s application for Judgment in Default or by admission, the Court may grant Judgment against the Defendant. The Claim amount will become immediately payable, plus any applicable legal costs incurred and any interest accrued from the date of issuing proceedings. If the Defendant does not pay, the Claimant may take steps to enforce the Judgment.

Please note, these timescales for guidance purposes only and could vary on a case by case basis. These timescales are not to be treated as definitive. Timescales in debt recovery claims are subject to the Court’s involvement, which may result in delays due to backlogs in individual Courts’ processing times

Any questions please feel free to contact our client relations team on 01603 693510 or email enquiries@clapham-collinge.co.uk