

**DEBT RECOVERY
COSTS AND EXPENSES**

We offer the following as a guide to the likely costs that we would charge in bringing a claim for recovery of a debt on your behalf.

These costs apply where your claim is in relation to an unpaid invoice which is not disputed, and enforcement action is not needed. 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, 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.

Debt Value	Court Fee	Our Charges	VAT on Our Charges	Total
Up to £5,000	£35.00 to £205.00	£250.00	£50.00	£300.00 plus Court fee
£5,001 to £10,000	£455.00	£300.00	£60.00	£815.00
£10,001 to £100,000	£500.05 to £5,000 (5% of the value of the claim)	£400.00 Plus 0.2% of the value of the claim	£80.00 Plus 20% of 0.2% of the value of the claim	£480.00 Plus 0.2% value of the claim and VAT thereon Plus Court fee

Expenses:

In addition to the above we will incur the following expenses:

- Electronic ID check Fee: £8.10 (individual) or £15.60 (company)
- Bank Transfer Fee: £14.40 per bank transfer

Important Note:

Anyone wishing to proceed with a claim should note that:

- The 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 the bailiff, is needed to collect your debt.

Description of Work included in the Charges shown above

We would expect to carry out the following steps on your behalf:

- Receipt and review of the initial invoicing material

- Undertaking appropriate searches
- Send to your debtor a letter before action requesting payment of the monies owing
- Receiving payment and sending this on to you or, if your debtor fails to pay the amount requested by the set date, drafting and issuing a Court Claim Form on your behalf
- If no defence or response is received within 14 days of service of the Claim on the debtor then we will apply for Judgment in default
- On confirmation of Judgment, we will then write to the debtor to request payment
- If we receive payment, an offer of payment on terms, or (after proceedings are issued) a Defence then we will contact you for further instructions
- We will then write to you further with amended terms of engagement to reflect the anticipated work if the matter is to become contested; or in relation to enforcement options. These will be based on the hourly rates appropriate to the work as set out at the end of this note.

Useful Other Information Sources

Court Fees: [Civil & Family Court Fees 2025](#)

Fixed Costs: [Fixed Costs 2025](#)

Applicable Hourly Rates

Partner/Solicitor with a minimum of 4 years' experience:	£300.00
Solicitor with less than 4 years' experience	£230.00
Solicitor Apprentice:	£180.00
Paralegal:	£125.00

Person Responsible for the Work

Mark Butson - Partner

Mark has more than 40 years' experience in debt collection work and has been able to successfully assist in many debt recoveries over that time.

Mark qualified as a solicitor in 1985 having completed his training contract with the firm.