

HERTS CHAMBER MEMBER DEBT RECOVERY SERVICE

FIXED COST PRICING STRUCTURE

Before Court proceedings

Letter Before Action ("LBA")	£2.00
LBA including claim for Late	£4.00
Payment Interest and Compensation	
Management of Debtor Payment Plan (monthly charge payable after Month 3 only)	£2.00
Health check report on the financial position of your debtor	free

County Court Proceedings

<u>Claim Amount</u>	<u>Our Fee</u>	<u>Court Fee</u>
£25–£200	£65.00	£15.00
£200–£300	£75.00	£15.00
£300–£500	£100.00	£30.00
£500–£600	£100.00	£55.00
£600–£1,000	£130.00	£55.00
£1,000–£1,500	£140.00	£65.00
£1,500–£3,000	£140.00	£75.00
£3,000–£5,000	£140.00	£85.00
£5,000–£15,000	£160.00	£190.00
£15,000–£50,000	£165.00	£310.00
£50,000–£100,000	£170.00	£550.00

You can claim the Court fee and also 'fixed costs' from your debtor. The fixed costs recoverable between issue of proceedings and Judgment in default are as follows:

<u>Claim amount</u>	<u>Our Fee</u>
Less than £500,00	£50.00
£500 – £1,000	£70.00
£1,000 – £5,000	£80.00
More than £5,000	£100.00

Judgment

If the debtor fails to file an acknowledgement of service or defence, we will request judgment in default on your behalf.

<u>Claim amount</u>	<u>Our Fee</u>
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Default of acknowledgment of service:

Less than £5,000	£22.00
More than £5,000	£30.00

Default of Defence:

Less than £5,000	£25.00
More than £5,000	£35.00

You can claim our costs for applying for Judgment in default from your debtor.

Defended Cases

We have an experienced defended team to advise you where your debtor defends your claim. We offer initial fixed fee advice to help you decide on next steps.

Claim amount Our Fee

Less than £5,000	£87.50
More than £5,000	£125.00

Enforcement

There are various methods of enforcement. We will work with you to establish the best method of enforcement in your case.

Claim Amount Our Fee Court Fee

Bailiff:

Less than £600	£5.00	£70.00
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High Court Enforcement Officers:

All	£51.75	£60.00
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You can claim all of our fees from your debtor. For our prices on alternative methods of enforcement, please see our enforcement leaflet.

Additional Information

- VAT is payable on all of our costs but not on Court fees.
- Payment of our fees is not contingent on recovery.
- The High Court Enforcement Officer will charge an abortive fee of £60 plus VAT if enforcement is unsuccessful.

Provided by

BREEZE & WYLES SOLICITORS LLP

Contact details

maria.koureas-jones@breezeandwyles.co.uk
Tel: 01992 558411

HERTS CHAMBER MEMBER DEBT RECOVERY SERVICE

Debt Recovery Instruction Sheet

To: Rita Wright (rita.wright@breezeandwyles.co.uk) Telephone Number: 01992 558411

Fax Number: 01992 503889

We would like to instruct you to issue letters before action on the attached invoices in accordance with the Debt Recovery Proposal.

NAME :

COMPANY NAME:

ADDRESS

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TEL NO: **EMAIL ADDRESS:**.....

DEBTOR'S DETAILS

NAME

ADDRESS: (This will be where we will send the letter).....

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WHAT ARE YOUR TERMS FOR PAYMENT (e.g. 30 DAYS)

OUTSTANDING AMOUNT:

DOES THE DEBT RELATE TO A CONSTRUCTION MATTER? YES/NO

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INTEREST ON DEBT: There are 3 ways you can claim interest on a debt:

1. If you are a business and your debtor is a business you are entitled to claim interest and compensation under the Late Payments of Commercial (Interest) Act 1998 which is 8% above base rate on all invoices which are overdue. We charge £4 plus VAT for calculating late payment interest on your letter before action.
2. If your debtor is a consumer (not a business) you are only entitled to charge interest on outstanding invoices when you issue proceedings at the rate of 8% under s69 County Court Act 1984. We charge £2 plus VAT for the letter before action which will not include interest.
3. If your terms and conditions provide for interest to be paid on outstanding invoices, then interest should be calculated in accordance with your terms and conditions. If you wish us to calculate please provide a copy of these and we charge £25 plus VAT for checking these for you and calculating interest under the contract. Alternatively please confirm that you wish to claim interest under Late payment of Commercial (Interest) act 1998.

I wish to claim interest and compensation under Late Payment:

The debtor is a consumer

I wish to claim interest under my terms and conditions which are attached

Signed: Dated: