

**PRICE LIST FOR COMMERCIAL DEBT RECOVERY SERVICES
- DEBTS VALUED UP TO £100,000**

Please note this price list only applies to:-

- straightforward debt claims in relation to up to 6 invoices valued up to £100,000 which have not been disputed. If the debtor disputes your claim at any point, we will discuss any further work required and provide you with an estimate of such further costs (which could be on a fixed fee basis or an hourly rate if more extensive work is needed).
- business to business debt recovery matters.
- matters where the debtors are based within the jurisdiction of England & Wales.
- the proposed claim is to be issued in the County Court.

If this price list does not apply, please contact us to find out more, particularly if:-

- your debt is valued in excess of £100,000.
- you have more than 5 debtors to pursue then we will work with you to agree a competitive fee structure.
- your debtor is based outside the jurisdiction of England and Wales.
- your claim is disputed at the outset or is particularly complicated.
- your claim requires adherence to a specific Pre-action Protocol pursuant to the Civil Procedure Rules 1998 (other than the Pre-action Protocol for Debt Recovery which is mentioned below).

No work on such cases will be undertaken until we have provided you with a costs estimate and obtained your prior authority to proceed.

Stage 1: Letter of claim – Before Court Action

To begin the debt collection process a letter of claim is sent to the debtor which will demand for payment of the principal debt claimed, including statutory or contractual interest, compensation and recovery costs (if applicable) by a stipulated deadline and forewarning the debtor that legal action will be issued against them if they fail to pay. Our fee includes taking your instructions, sending a letter of claim and advising you upon any response received.

If the debtor is a Limited Company we will charge for the Letter of claim as follows:-

1. In the event that your debtor pays the full amount demanded in the letter before action including statutory compensation and recovery costs (which we will calculate and demand for you), we will limit our charges to the equivalent of the statutory compensation plus VAT and recovery costs recovered so essentially, the costs of the letter have been paid by the Debtor.

- In all other circumstances, we will charge in the region of £150 to £500 plus VAT depending on the value and complexity of your claim. We will always inform you of our charges at the very outset.

If the debtor is a sole trader or individuals we will charge for the Letter of claim as follows:-

A much more detailed Pre-Action Protocol Letter of Claim which complies with the Pre-action Protocol for Debt Recovery against individuals is required to be prepared and our charge for this is from £200 plus VAT.

Stage 2: Issuing a County Court claim

If the debtor fails to pay following Stage 1, then usually legal action is then issued. Such work will include undertaking appropriate searches to locate the debtor's address for service, drafting your Claim Form and Particulars of Claim for your approval, issuing the claim at Court and diarising deadline dates which your debtor will have to respond to the claim by.

Such work will be charged on a timed basis pursuant to our Terms of Business. Our current hourly rates are as follows:-

Grade	Experience	Hourly rate plus VAT
Grade A	Solicitor/Legal Executive with over 8 years post qualification experience	£230
Grade B	Solicitor/Legal Executive with over 4 years post qualification experience	£195
Grade C	Other solicitors and legal executives and fee earner	£165
Grade D	Trainee Solicitors, paralegals and other fee earners of equivalent experience	£130

We will always confirm which grade of file handler will be dealing with your matter and provide you with an estimate of costs for this element of work at the very outset. Generally, charges at stage 2 will be from £200 plus VAT and upwards depending on the value and complexity of your claim plus the Court issue fee. The Court issue fees are as follows:-

Claim amount	Court issue fee
Up to £300	£35
£300.01 to £500	£50
£500.01 to £1,000	£70
£1,000.01 to £1,500	£80
£1,500.01 to £3,000	£115

Claim amount	Court issue fee
£3,000.01 to £5,000	£205
£5,000.01 to £10,000	£455
£10,000.01 to £100,000	5% of the claim

Stage 3: Entering Judgment if debtor fails to file an Acknowledgment or Service and/or a Defence to the Claim

Our charges for Stage 3 includes diarising deadline dates for the debtor to respond to the claim, where no Acknowledgement of Service or Defence has been received, applying to the Court to request for Judgment in default, and when Judgment is received, writing to the other side to demand payment.

Such work will be charged on a timed basis pursuant to our Terms of Business and our current hourly rates are as set out above in Stage 2. We will always confirm which grade of file handler will be dealing with your matter and provide you with an estimate of costs for this element of work at the very outset. Generally, charges at stage 3 will be from £130 plus VAT and upwards depending on the value and complexity of your claim.

Stage 4: Litigation – if the claim is disputed/defended

If your debtor files a Defence and/or a Counterclaim, disputing the claim, then depending on the value of the claim and/or Counterclaim the following will apply:-

For claims allocated to the Small claims Track – Claims valued less than £10,000

The small claims track is designed for any claim that is less than £10,000 in value. The main difference between the small claims track and other court tracks is that, in most circumstances, both parties have to bear their own legal costs irrespective of whether or not they are successful in the claim.

In order for clients to be able to budget for small claims matters, we are prepared to limit our charges in cases which are straightforward as follows:-

For claims and/or counterclaims up to the value of £4000

Our charges will be limited to a maximum of £850 plus VAT plus court fees and the Advocate's fee for attending the Trial hearing.

For claims and/or counterclaims valued from £4,001 to £7,000

Our charges will be limited to a maximum of £1,300 plus VAT plus court fees and the Advocate's fee for attending the Trial hearing.

For claims and/or counterclaims valued from £7,001 to £10,000

Our charges will be limited to a maximum of £2,000 plus VAT plus court fees and the Advocate's fee for attending the Trial hearing.

The Advocate's fee for attending the Trial will usually be in the region of £185–400 plus VAT for Trials that are listed by the Court for a hearing of less than 3 hours. If the Trial is listed for more than 3 hours then the Advocate's charges will exceed £400 but we will endeavour to negotiate the best rate we can and inform you of this.

Full details of what our Small Claims service entails is set out in our "Addendum To Terms Of Business For Small Claims Matters" leaflet which can be found on our website.

For claims allocated to the Fast Track or Multi Track – Claims valued in excess of £10,000

This will be chargeable on a time spent basis pursuant to our Terms of Business and our standard hourly rates will apply. We will always confirm which grade of file handler will be dealing with your matter and provide you with an estimate of costs for this element of work at the very outset. The potential costs variables include how co-operative the opponent will be, how complex the dispute is, whether any expert evidence will be needed to prove your case and the number of witnesses we will need to call. If the case does settle before Trial then obviously the level of costs will depend upon how much work has been done at the time the settlement is agreed. We will endeavour to give you estimates for each stage of the proceedings as and when we can.

Stage 5: Enforcement

If and when you obtain a Judgment Order against your debtor and they still fail to pay, the next stage is to proceed with enforcement action to effectively force payment out of the debtor.

Please see our Enforcement Section of our website for full details and pricing: www.kjplaw.co.uk/services/enforcement/.

Insolvency

As an alternative to issuing a county court claim, we may advise you to consider issuing a winding up petition or bankruptcy proceedings against your debtor instead. Please contact us for further information and/or visit our webpage <https://www.kjplaw.co.uk/insolvency-proceedings/> for full details and pricing.