

& Hook PARTNERS SOLICITORS

Pricing Guide for

DEBT RECOVERY FEES

Debt Recovery Fees:

We will charge an initial fixed fee of a minimum amount of £175.00 plus VAT for an initial consultation (and in some cases an initial letter). Please contact our office to discuss this further and your needs in more detail.

The costs below apply in cases 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, which may be on a fixed fee (e.g. if a one off letter is required), or an hourly rate if more extensive work is needed.

FEEES FOR **RECOVERING** YOUR DEBT

Claim value	Our Fee	VAT on our Fee	Total Cost
Up to £5,000.00	£700.00	£140.00	£840.00*
£5,001.00 To £9,999.00	£1,250.00	£250.00	£1,500.00*
£10,000.00 to £50,000.00	£2,250.00	£450.00	£2,700.00*
£50,000.00 to £100,000.00	£3,000.00	£600.00	£3,600.00*

* Court fees are not included in the above costs. These regularly change please check [Civil and Family Court Fees](#) for more details.

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.

Our fee includes:

- Taking your instructions and reviewing documentation.
- Undertaking appropriate searches.
- Sending a letter before action.
- Receiving payment and sending 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 Judgement in default.
- When Judgement in default is received, write to the other side to request payment.
- If payment is not received within 14 days, providing you with advice on next steps and likely costs.

Matters usually take 4 - 24 weeks from receipt of instructions from you to receipt of payment from the other side, depending on whether or not it is necessary to issue a claim. This is on the basis that the other side pays promptly on receipt of Judgement in default. If enforcement action is needed, then the matter will take longer to resolve.

VAT:

Please note that where it is stated that VAT is applicable to a fee or disbursement, it will be charged at the relevant rate set by Law, which is (at the time of publication) 20%

If no VAT is shown, the Fee or Disbursement does not attract a VAT charge.

Debt Recovery Team and Experience:

NAME	POSITION	QUALIFICATION	EXPERIENCE
David Russell Hook	Managing Partner	Solicitor Admitted 16.11.2009	14+ years of Debt Recovery experience