



Fixed Fee Debt & Asset Recovery Service

The Complete Service

Your one stop shop for debt recovery



Angie Loveless
Debt Recovery Manager

Our team are acutely aware that maintaining cash flow is essential to business survival. We will work as part of your organisation to undertake all aspects of the debt recovery process, ensuring prompt payment of all outstanding debts.

We operate on a fixed fee basis for straightforward undisputed claims.

Pre-legal Debt Recovery



This is the first stage in the debt recovery process.

What will happen...

Our Team will:-

- Send a final demand in the form of a Letter of Claim
- This will notify the debtor that court proceedings will commence if full payment is not received in either 14 or 30 days of the date of the notice.
- In our experience, a real threat of County Court proceedings often leads to full payment or a proposal for payment
- On all pre-legal recoveries, we will charge you a flat fee of £30+ VAT for the initial letter

This service applies to pre-legal debt recovery only. If no money is recovered, we will discuss with you the fixed fee tariff on the issue of County Court proceedings and obtaining Judgment (CCJ).

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Claim Form & Judgment

If payment is not received following the Letter of Claim, County Court proceedings can be considered.

The Issue of County Court Proceedings

What will happen...

Our Team will:-

- Calculate interest on all outstanding amounts
- Prepare your claim and lodge it with the court
- Obtain a Judgment (CCJ)



The issue of County Court Proceedings

Debt to be recovered	Court Fees*	Battens Fees + VAT
Does not exceed £300	£25	£80
Exceeds £300 but does not exceed £500	£35	£90
Exceeds £500 but does not exceed £1,000	£60	£105
Exceeds £1,000 but does not exceed £1,500	£70	£115
Exceeds £1,500 but does not exceed £3,000	£105	£120
Exceeds £3,000 but does not exceed £5,000	£185	£125
Exceeds £5,000 but does not exceed £10,000	£410	£350
Exceeds £10,000 but does not exceed £100,000	5%	£450
Obtaining a CCJ	Nil	£55

* Subject to change by notice of Court Service

Enforcement

Once a CCJ is obtained against the debtor, enforcement action can be taken.

What will happen...

Our Team will:-

- Advise on the most suitable enforcement method
- Prepare court forms and correspondence
- Report to you at each stage of the process

Work Undertaken	Court Fee	Battens Fee + VAT
Order to obtain information from a Judgment Debtor	£55	£200
Application to request Bailiff service of the Order to obtain information from a Judgment Debtor	£110	£30
Application for an Attachment of Earnings Order	£110	£150
Re-issue of Order to obtain financial information & an Attachment of Earnings	Nil	£30
Request for a Warrant of Control	£77	£50
Re-issue of a Warrant of Control	£33	£30
Application to instruct a High Court Enforcement Officer	£66	£150
Application for a Final Charging Order	£110	£500
Application for an Order for Sale	£308	£1500
Application for a Third Party Debt Order	£110	£1500

Insolvency

You may consider making a company insolvent or an individual bankrupt to recover the amount outstanding.

What will happen...

Our Team will:-

- Prepare the formal letter making demand of the amount outstanding (Statutory Demand)

If payment is not received:-

- Prepare the Petition and lodge it with the court
- Attend the court hearing on your behalf
- Correspond with all relevant parties

Work Undertaken	Court Fee	Court Deposit	Battens Fee + VAT
Drafting and serving Statutory Demand	Nil	Nil	£400
Drafting and issuing a Bankruptcy Petition	£280	£990	£1500
Drafting and issuing a Winding Up Petition	£280	£1600	£1500