

## Debt Recovery - Associated Charges

All charges set out below are subject to VAT

### STEP 1

#### 1. Initial Instructions and Letter before Action

For a fixed fee of £100 + VAT, our team of experts will:

- Take your instructions on the sum owing.
- Review any supporting evidence such as invoices.
- Draft and send a letter of claim.
- Relay the response received to you.
- Advise you on your options if the matter is not resolved.

### STEP 2

#### 2. Issue and service of County Court proceedings

To include reviewing with you any dispute to payment and discussing further appropriate action; drafting county court Claim Form and Particulars of Claim for you to sign; arranging for issue and service; advising you of any defence & counterclaim or offers to pay; advising of timetable for judgment.

Debt Outstanding (inc interest) £	Court Fee	Girlings fee (exc VAT)	Total fixed costs recoverable from Debtor	Your Net Contribution (exc VAT)
Up to £300	£35	£65	£85	£15
£301 - £500	£50	£75	£100	£25
£501-£1000	£70	£95	£140	£25
£1001-£1500	£80	£95	£150	£25
£1501 -£3000	£115	£110	£225	£0
£3001-£5000	£205	£110	£315	£0
£5001-£10,000	£455	£175	£605	£25
£10,001-£200,000	5% of debt	£200	5% of claim	£200
£200,001+	£10,000	£250	£10,000	£250

### STEP 3

#### 3. Enter judgment

To include entering judgment in default as per fixed costs £22/£30; liaising with you regarding possible enforcement options and advising accordingly.

**Our fee: £22/30**

## STEP 4

### 4. Issuing Warrant of Execution to Bailiff/ High Court Enforcement Officers

<i>Judgment Sum</i>	<i>Court fee</i>	<i>Girlings Fee</i>
£125+	£60/£100	£50
Reinstructing bailiff	Court fee	Girlings fee
	£25	£15

Not inclusive of High Court Enforcement Officers costs

## Alternative Methods of Enforcement:

### *Order to Attend Court for Questioning*

To include preparing application and submitting to the court, arranging for personal service, instructing agents to attend where appropriate; reporting to you.

**Our fee: £115** - *Not inclusive of court fee; affidavit fees, process server's charge, any agents charges for attendance at court and conduct money paid to debtor.*

### *Charging Orders*

To include: preparing necessary statements an application, arranging for service on debtor and any other interested parties, attending application or instructing agents as appropriate, serving copy of order on debtor, registering this at Land Registry and copying all correspondence as appropriate.

**Our fee: £650** - *Not inclusive of Court fee, affidavit fees, agents fees for attendance at court, Land Registry fee, cost of further application to obtain an order for sale.*

### *Attachment of Earnings*

To include: making application to appropriate court, preparing accompanying documentation, forwarding debtor's response, copying any correspondence as necessary.

**Our fee: £95** - *Not inclusive of Court fee, affidavit fees, conduct money.*

## Insolvency Proceedings

### *Statutory Demand* (individual or company after judgment entered)

To include drafting appropriate form, arranging for personal service, advising of completion of personal service and copying any correspondence where necessary.

**Our fee: £250** - *Not inclusive of process servers charges, costs of dealing with any application to set aside the demand.*

## *Bankruptcy Proceedings/Winding Up Petition*

A note of our fees will be provided upon request.

**Please note:** *All fees quoted are subject to VAT at the prevailing rate. Correspondence and telephone calls which do not form part of our debt recovery service (ie. Instructing tracing agents) will be charged at the hourly rate of £145 plus VAT. Defended actions will be charged at the hourly rate of the fee earner dealing with the matter. This ranges from £145 to £260 plus VAT depending upon seniority and experience.*

## **Contact**

**For further information or any advice regarding recovering a debt, including court proceedings and methods of enforcement please contact Rebecca Page on 01227828295 or email at [rebeccapage@girlings.com](mailto:rebeccapage@girlings.com)**