

Cymbal House, High Street, Goring-on-Thames, Reading, Berkshire, RG8 9AU

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Legal Fee Information for Undisputed Debt Recovery Claims of up to £100,000

Introduction

An undisputed debt claim is where your claim is in relation to an unpaid invoice which is not disputed, and enforcement action is not needed. Below we have set out the issues you need to consider in relation to legal fees and disbursements for these claims.

Our Legal Fees cover all of the work required to handle your case from instruction to conclusion.

Legal Fees

Legal Fees is the amount you will be required to pay for all of the work performed by us in actioning your instructions, from commencement of your case to conclusion where your claim is in relation to an unpaid invoice of up to £100,000 which is not disputed.

- Our average, our standard legal fee for assisting you in recovering unpaid and undisputed invoices range between £250 – £750 + VAT (a total of £300.00 - £900.00 Inc. VAT). This will depend on the stage at which your debt is paid and the correspondence needed with the debtor to recover the monies due.
- 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 if necessary, which could be on a fixed fee or an hourly rate if more extensive work is needed.
- Our hourly rate for handling more complicated undisputed debt claims is £255 + VAT (a total of £306.00 Inc. VAT) and will depend on the experience and qualification of your case handler.
- VAT will be payable on our fees and most disbursements. We will clearly confirm which disbursements carry VAT in our formal quotation or as we advise you to incur them.
- If at any stage our fees change, we will notify you and discuss the reason for any changes. This would typically occur if you change your instructions or your case involves an unforeseen complexity.

Disbursements

Disbursements are costs related to your matter that are payable to third parties. We handle the payment of the disbursements on your behalf to ensure a smoother process. For undisputed debt claims there does not tend to be any disbursements, other than a court issue fee, if legal proceedings are needed. If they arise for any reason you will be notified in advance of the reason for them and the amount.

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Stages of the Process

We have set out the key stages of a standard transaction that are irrespective of the value of the case and cover the works that are likely to be required to progress your case: -

- Taking your instructions and reviewing documentation.
- Undertaking regulatory checks.
- 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 30 days, providing you with advice on the next steps and likely costs.

The stages set out above are an indication and if some of stages above are not required, your legal fees may be reduced.

Court Fees

The Court fee payable will depend on the value of the debt (including interest) that is being claimed. The current fees are set below *as at 16th March 2023 – subject to change*:

Claim Amount	Fees
Up to £300.00	£35.00
£300.01 - £500.00	£50.00
£500.01 - £1,000.00	£70.00
£1,000.01 - £1,500.00	£80.00
£1,500.01 - £3,000.00	£115.00
£3,000.01 - £5,000.00	£205.00
£5,000.01 - £10,000.00	£455.00
£10,000.01 - £200,000.00	5% of the claim
More than £200,000.00	£10,000.00

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How long will my claim take?

Undisputed Debt Recovery matters can take between 2 weeks to 6 months, 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 form at court. Our fees are also based on the other side paying promptly on receipt of Judgement in default (where they have not defended a claim form). If enforcement action is needed as they do not settle the judgement, the matter will take longer to resolve and will involve further fees. This is just an estimate and we will of course be able to give you a more accurate timescale once we have more information and as the matter progresses.

Questions

Please call on 01491-879100 or email reception@richardwilsonlong.co.uk

