

# debt recovery - fees and costs

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Thank you for asking us to collect your outstanding debts. We are delighted to be working with you, and please contact us if you have any queries.

Debt collection has a number of stages that need to be considered throughout the process.

## Stage 1 pre-action

### Will include:

1. taking instructions and reviewing documentation;
2. checking legal status of debtor;
3. calculating any contractual interest that may be due based on your terms and conditions, if this doesn't apply, advising on statutory interest. If you decide to add interest and compensation\* to the debt as per the rules of the late payment act, this will more than cover our fees. The options will be discussed with you;
4. sending an initial 7 day letter and then a 14/30 day letter before action if no response is received;
5. chasing payment via our payment strategy of emails and telephone calls;
6. collecting payment;
7. updating you throughout the matter and sending balance of payment due; and, if required
8. advising on the next action should payment not be made.

\*You are entitled to charge interest and receive compensation under the Late Payment of Commercial Debts (Interest) Act 1998, Late Payment of Commercial Debts Regulations 2002 and 2013.

We offer a number of pricing models and it's up to you to decide which one best suits your business depending on the legal status of the debtor.

**For further information please contact Colin on the details below:**

**Colin Churchward**  
**Partner**

Dispute Resolution

**T:** 0191 211 7969

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## Stage 1 pre-action

Terms (£)	Cost (£)	Applies to (£)	Payable (£)
Fixed fee	50+VAT* per letter	Debts under 10,000	On instruction
No recovery, no fee	5% of recovery	Debts over 10,000 to 49,999	On completion of recovery
No recovery, no fee	2% of recovery	Debts 50,000 and over to 99,999	On completion of recovery
Fixed fee 250 plus no recovery, no fee	250+VAT* + 2% of recovery	Debts 100,000 and over	250+VAT* on day of instruction, 2% recovery fee once debt is collected

\*as at current rate of 20% on 01.03.26

If you have questions about further pricing, you can contact our team at [collect@muckle-llp.com](mailto:collect@muckle-llp.com).

### Admin fee

An admin charge of £25 plus VAT is also payable for each of the above options, when a letter is sent.

### Abortive fees

If you instruct us to close the case before a collection is made, or you prevent us from making a full recovery on your behalf, an abortive fee of 5% of the principal debt will be payable.

### Please note, our Stage 1 services does not include:

1. reviewing your contractual or legal position; or
2. dealing with any dispute existing or subsequently raised by the debtor.

These services will be reviewed separately by our defended debt recovery team under a revised charging structure.

Please contact a member of the debt recovery team for a bespoke package if you are sending bulk instructions of 20 or more.

## Stage 2 start of proceedings

**We will charge £250 plus VAT to draft a claim.**

These costs fall into two categories: county court fees and solicitors' fixed costs. The fixed costs that are recoverable from the defendant if your claim is successful are listed below. VAT added where appropriate.

Amount of claim (£)	Court fee (£)	Amount recoverable from the debtor (£)
0 – 300	35	85
300.01 – 500	50	100
500.01 – 1,000	70	140
1,000.01 – 1,500	80	160
1,500.01 – 3,000	115	195
3,000.01 – 5,000	205	285
5,000.01 – 10,000	455	555

Amount of claim (£)	Court fee (£)	Our fee plus VAT (£)	Amount recoverable from the debtor
10,000 – 14,999.99	Available on request	1,500	Available on request
15,000 – 19,999.99	Available on request	1,500	Available on request
20,000 – 24,999.99	Available on request	2,000	Available on request
25,000 – 99,999.99	Available on request	2,500	Available on request
100,000 +	Available on request	3,000	Available on request

## Stage 3 fixed costs on judgment

Debts of £100,000 and over, we will charge a fixed fee of £250 plus VAT. VAT is charged at a rate of 20%. If we then collect the debt, we will charge our 2% recovery fee.

<b>In default of Acknowledgement</b>		
	£25 - £5,000	£22
	over £5,000	£30
<b>In default of Acknowledgement</b>		
	£25 - £5,000	£25
	over £5,000	£35
<b>By acceptance</b>		
	£25 - £5,000	£40
	over £5,000	£55

## Stage 4 enforcement

If judgment has been obtained, but payment is still not forthcoming from the debtor, there are various enforcement actions that can be taken. Only the fixed costs and county court fee are recoverable from the defendant if your claim is successful.

We charge the following:

Enforcement action	Administration fee (£)	Court fee (£)	Fixed costs (£)
Warrant of Control	50	110	2.25
Charging Order 1	300	119	110
Attachment of Earnings	250	119	
Application to obtain information from a debtor 2	500	59	
Writ of Control - High Court Enforcement Officer	250	71	51.75

The High Court Enforcement Officer charges a fee of £75 if the warrant is not successful.

Further services and charges	Administration fee (£)	Court fee (£)
Proof of Debt form	25	
Statutory demand	500	100 service fee
Company reports / credit scores	10	

Miscellaneous charges	Administration fee (£)
Trace agent's fee - £75	75
Personal service of document - £80 - £100	75

If you have chosen the option of no recovery no fee at the pre-action stage and the debtor makes payment after a claim has been issued, judgment entered or payment method had taken place, the recovery fee will be charged.

### Stage 5 recovery charges

If proceedings have been issued and we recover the debt for you, a recovery charge of 5% will be paid by you to us. If a debtor would like to enter a payment plan after a claim has been issued, our fees for negotiating the payment plan will be £150 plus VAT. We can collect and monitor instalments on your behalf for an initial admin fee of £100 plus vat and a 6 monthly admin fee at £50 plus VAT.

### Stage 6 defendant action

**Most defended actions are charge on hourly rates. However, certain steps have fixed charges in order to keep you fees to a minimum. We will detail them separately.**

### Stage 7 standards

We aim to work to a very high standard and to provide you with the best advice and service we possibly can. If you ever feel that we fall short of these standards please let us know and we will do our very best to resolve any problems or concerns that you have. If you would prefer to raise this with someone else at Muckle LLP you can contact our Managing Partner, Anthony Evans at any time. If you don't feel that we are achieving the standards you expect or you are unhappy with any aspect of the service provided to you, have a right to complain to the Legal Ombudsman. Any complaints have to be made within six months of your last contact with us.



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