

SRA Transparency Rules – Guidance and templates

For businesses

Debt recovery (up to £100,000) – range of fixed fees

Court Claims

These costs apply 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 could be on a fixed fee (e.g. if a one off letter is required), or an hourly rate if more extensive work is needed.

Debt value	Court fee ¹	Our fee (incl. VAT) ²	Total
Up to £5,000	Between £35 and £205 depending on the amount of the claim	£480	£685 (assuming a claim of £5,000)
£5,001 - £10,000	£455	£720	£1,175
£10,001 - £50,000	5% of the value of the claim	£1,200 for claims up to £15,000, £1,800 for claims between £15,000 and £30,000 and £2,400 for claims between £30,000 and £50,000	£4,400 (assuming a claim of £40,000)
£50,001 - £100,000	5% of the value of the claim with the fee capped at £10,000	£3,600	£7,100 (assuming a claim of £70,000)

Anyone wishing to proceed with a claim should note that:

- The VAT element of our fee may not be reclaimed from your debtor.

¹The court fees are those current at the date of this document – December 2018

²Assuming the current rate of 20%.

- Fixed costs may apply meaning that you will not recover all of the fees you have been charged by us.
- 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 a claim
- Where no Acknowledgment of Service or Defence is received, applying to the court to enter Judgment in default
- When Judgment in default is received, writing to the debtor to request payment
- If payment is not received within 7 days, providing you with advice on next steps and likely costs

Matters usually take 8 to 10 weeks from receipt of instructions from you to obtaining Judgment in default. The period may be shorter if the debtor pays either per-action or following service of the claim. If enforcement action is needed, the matter will take longer to resolve.

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