

**TEMPLE HEELIS BUSINESS SERVICES DEPARTMENT**  
**DEBT RECOVERY SERVICES**  
**A NEW FIXED FEE OPTION**  
**RECOVER YOUR UNPAID DEBTS AND IMPROVE YOUR CASHFLOW**

This is a one, two or three stage process with clear fixed fees for each stage.

Stage 1 – Solicitors’ letter to debtor threatening County Court Action or Insolvency Proceedings.

Stage 2 – Issuing a County Court claim or Statutory Demand against your debtor.

Stage 3 – Taking enforcement action following judgment in your favour.

**NB Please note there is no VAT payable on any court fee described below.**

**Stage 1**

Our service will include:-

- A one to one discussion with you about the debtor and why the payment has not been made.
- Formalities of opening a file/matter.
- Formulating a strategy for communication with your debtor.
- Drafting a letter and sending it.
- Calculating exactly what you can claim (including interest and possibly compensation under the Late Payment of Commercial Debt (Interest) Act 1998).
- Dealing with a response from the debtor, or reporting back following deadline expiry and advice on Stage 2 and Stage 3 (if required).

**Stage 1 - Fees**

| Debt Owed    | Temple Heelis Fixed Fee |
|--------------|-------------------------|
| £0 - £10,000 | £175 plus VAT           |
| £10,000 plus | £285 plus VAT           |

**Stage 2 – County Court Claim Form or Statutory Demand**

If the matter now needs to proceed beyond Stage 1, at Stage 2 we will:-

- Review the Defendant’s response (if any) and reason for ongoing non-payment.
- Re-calculate the sum to be claimed.
- Prepare a Claim form/Statutory Demand.
- Arrange for the process to be issued and served.
- Report back on progress.
- Obtaining default judgment in your favour (Claim form)
- Advise of the outcome to the process and next actions (if required).

**Stage 2 – Fees**

| Debt Owed     | Our Fee       | Court Fee           | Recoverable from debtor (Court Fee and Fixed Costs) |
|---------------|---------------|---------------------|---|
| £0 - £100,000 | £400 plus VAT | 4.5% of claim value | Court fee plus £100 (No VAT)                        |
| £100,000 plus | £600 plus VAT | 5% of claim value   | Court fee plus £100 (No VAT)                        |

## Statutory Demand

| Debt Owed     | Temple Heelis Fixed Fee |
|---------------|-------------------------|
| £0 - £100,000 | £300 plus VAT           |
| £100,000 plus | £350 plus VAT           |

### Stage 3 – Taking Enforcement Action

At the end of Stage 2 you will have a judgment (Claim form) or a payment arrangement or offer (if possible) from the debtor via Statutory Demand. If there is a default, or non-payment then you will need to consider whether to seek to take enforcement action to recover your money.

At this stage we will:-

- Assess information gathered during Stage 1 and Stage 2.
- Advice on the best option(s) for enforcement.
- Proceed, with enforcement and to provide you with regular updates.
- Keep matters under regular review to assess progress on recovering.

### Stage 3 – Fees

A range of fixed fees apply, depending on the type of enforcement action taken.

| Enforcement Action   | Our Fee       | Court Fee   |
|--|---------------|---|
| Application for an order that the debtor attends Court for questioning     | £100 plus VAT | £50 plus process service fee (£60 - £100 approx)  |
| Application for Writ of Control – High Court Bailiff (debt exceeding £600) | £100 plus VAT | If unsuccessful £60. Court fee and Bailiff's fee of £75 plus VAT. If unsuccessful £60 Court fee (Court and Bailiff's fee recoverable from debtor) |
| Application for Attachment of Earnings Order                               | £100 plus VAT | £100  |
| Application for Third Party Debt Order                                     | £200 plus VAT | £100<br>Representation at Court estimated at £300   |
| Application for Charging Order on debtor's property                        | £500 plus VAT | £100<br>Land Registry fee - £40<br>Representation at Court at an additional £300 plus VAT   |

For a "No Commitment" exploratory discussion please contact Richard Moore:-



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