

**TEMPLE HEELIS BUSINESS SERVICES DEPARTMENT**  
**DEBT RECOVERY SERVICES AND NEW FIXED FEE SERVICE FOR BUSINESS CLIENTS**  
**RECOVER YOUR UNPAID DEBTS AND IMPROVE YOUR CASHFLOW**  
**A NO RECOVERY, NO FEE OPTION FOR BUSINESS CLIENTS**

Temple Heelis offers a new fixed fee service with no outlay for the client on legal fees, except where there is a successful recovery of the debt owed to your business.

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

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**

10% of the debt recovered at Stage 1. **No recovery = No charge.**

### **Stage 2**

If the matter then 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.
- Obtain a default judgment in your favour (if a claim form has been issued)
- Advise of the outcome to the process and next step (if required).

### **Stage 2 – Fees**

12.5% (including VAT) of sums recovered at Stage 2 (including Fixed Fees).

**No recovery = No charge** (only Court issue fee is payable by client).

### 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 recovery until payment received, or options are exhausted.

### Stage 3 – Fees

In the event of recovery at Stage 3 we will charge 15% (including VAT) of the sum recovered. **No recovery = No charge.**

Court fees payable by client are currently as follows:-

Enforcement Action	Court Fee
Application for an order that the debtor attends Court for questioning	£50 plus process service fee (£60 - £100 approx)
Application for Writ of Control – High Court Bailiff (debt exceeding £600)	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
Application for Third Party Debt Order	£100

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



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