

**WOODFINES LLP
TERMS & CONDITIONS OF OUR
DEBT COLLECTION PACKAGE**

These terms and conditions supplement our terms of business and must be read in conjunction with our letter of engagement.

The charges applicable to the Debt Collection Packages are mutually exclusive and you will be invoiced following the completion of each stage.

Stage 1 - Letter Before Action (LBA)

Upon notification of your instructions please provide us with copies of all relevant unpaid invoice(s) and any relevant correspondence with the Debtor. We will prepare an LBA demanding payment of the full amount and attach copy invoice(s) to support the demand. If the sums claimed cannot be substantiated by invoices we rely upon you to provide further evidence of the debt.

If the Debtor pays the debt within the period specified in the LBA we will make no further charges in relation to the debt.

Our fee for the LBA will be £40 plus VAT per letter irrespective of whether the Debtor pays.

Stage 2 - Case Assessment

At any stage you may request a detailed Case Assessment. Our fixed fee for a Case Assessment will be £200 plus VAT. A Case Assessment will be provided only upon a specific request by you.

Stage 3 - If the Debtor does not pay - issuing Court Proceedings.

If the Debtor does not pay and there is no response to the LBA and/or no evidence of a meritorious dispute we shall issue proceedings on your behalf. Our charges for preparing and issuing proceedings are calculated depending upon the amount of the debt in accordance with the following scale of fees. We have also included current court fees for issuing a claim. The court fees may be revised periodically by the Court and we will advise you of any increases in these fees should they arise.

Table 1

Amount of debt	Charges excl VAT	Issue Fee
£200-£5,000	£100	£30-108
£5,001-£15,000	£100	£225
£15,001-£50,000	£150	£360
£50,001-£100,000	£150	£630
£100,001-£150,000	£200	£890
£150,001-£200,000	£200	£950
£200,001-£250,000	£250	£1,170
Above £250,000	Calculated on a case by case basis	£1,350

Stage 4(i) - Where the Debtor fails to acknowledge the claim

The Debtor has 14 days during which to formally acknowledge the claim. If the Debtor fails to file an Acknowledgement of Service in that time you may apply for Judgment in Default of an Acknowledgement and the following charges shall apply upon entry of the judgment:

Table 2

Value of Judgment	Charges excluding VAT
£200-£5,000	£250
£5,001-£15,000	£430
£15,001-£50,000	£630
£50,001-£100,000	£910
Over £100,000	Calculated on a case by case basis.

Stage 4(ii) - Where the Debtor fails to file a Defence

Once the Debtor has filed an Acknowledgement of Service, he has 14 days to file a Defence. If the Debtor fails to file a Defence in that time you may apply for Judgment in Default of a Defence and the following charges shall apply upon entry of the judgment:

Table 3

Value of Judgment	Charges excluding VAT
£200-£5,000	£265
£5,001-£15,000	£450
£15,001-£50,000	£650
£50,001-£100,000	£930
Over £100,000	Calculated on a case by case basis.

Stage 5 (i) - Where the claim is admitted and you accept the Debtor's offer of payment

Once proceedings have been issued the Debtor may admit the debt in full or in part. If you accept the admission we will obtain judgment on your behalf and the following charges shall apply upon entry of the judgment:

Table 4

Value of Judgment	Charges excluding VAT
£200-£5,000	£270
£5,001-£15,000	£455
£15,001-£50,000	£655
£50,001-£100,000	£935
Over £100,000	Calculated on a case by case basis.

Stage 5 (ii) - Where the claim is admitted and the Court decides how the debt is to be paid

When the Debtor admits the claim in full or in part, he may request instalment payments. If you accept the admission and the court decides how the debt is to be paid the following charges shall apply upon entry of the judgment:

Table 5

Value of Judgment	Charges excluding VAT
£200-£5,000	£285
£5,001-£15,000	£470
£15,001-£50,000	£670
£50,001-£100,000	£950
Over £100,000	Calculated on a case by case basis.

Stage 6 - When a Defence is filed or the Debtor makes an application to set aside Judgment in Default

In the event of either of the above occurring we will obtain your instructions on how you wish to proceed. If you instruct us to continue to pursue the claim or defend the set aside application all work completed from that stage will be charged in accordance with our prevailing terms set out in our letter of engagement.

