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# Debt Recovery Service

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Four  
simple  
steps

**We offer a simple,  
yet effective process  
in four steps.**

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## **Letter before Action**

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This is a vital first step in the debt recovery process. It warns your customer that non-payment will result in the issue of Court proceedings if they do not pay within fourteen days.

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## **Court proceedings**

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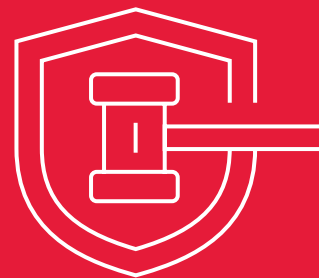
We will issue Court proceedings through the County Courts.

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# 3



# 4



## Judgment

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The County Court Judgment (CCJ) is the final decision by the Court.

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## Enforcing the CCJ

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There are various ways to enforce a CCJ. Woodfines will advise you of the best enforcement option available to you, so to increase the chance of the debt being paid.

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# Why use Woodfines?

- Woodfines' specifically trained team will advise you of the best approach to adopt where you are owed money.
- Fixed pricing for undisputed debts - ensures transparency throughout.
- We will calculate the interest and compensation you can claim in addition to the debt, should you wish to claim this.
- Where possible, we issue Court proceedings via an online court process, which means you benefit from a reduced court fee.
- We will converse in clear English, no jargon!
- We offer concise advice each step of the process.
- We will manage the process from start to finish, even if the debtor disputes the debt.
- We have vast expertise in the enforcement of Judgments.
- We are a Legal 500 recognised legal firm.

## See what our clients say about us!

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“It is so important to be fully in control of the debt collection process and to be able to call upon professional advice at all times. While we try to resolve problems before the need for Woodfines' intervention, it's good to know they are there when we can't. Since engaging Woodfines matters have been concluded successfully each time. 100% record!” – **The Landscape Partnership Ltd**

“The debt recovery service from Woodfines is second to none. A fast, efficient and very effective service. Also, given good advice as to when to pursue, and when to cut one's losses, which sometimes has to done.” – **Deepdale Trees Ltd**

“Throughout the period Woodfines have worked with us, we have been fortunate to experience a first class standard of service. They have provided a fast, professional and efficient service at all times. As such we have no hesitation recommending this company to anyone considering using their services” – **Affinity Water Limited**

“Always ahead of the game... clear and concise whether by email or phone. Willing to take the time to explain things.” – **Affinity Water Limited**

# Our charges

## Stage 1 – Letter Before Action (LBA) – £40 plus VAT.

If you would like us to, we will claim the interest and compensation you are entitled to in addition to the debt.

## Stage 2 – If the Debtor does not pay – issuing Court Proceedings.

The following table of charges will apply.

Amount of debt	Our Charges excl. VAT	Court Issue Fee*	Recoverable from debtor
£25 - £300	£200	£35	£85
£301 - £500	£200	£50	£100
£501 - £1,000	£200	£70	£140
£1,001 - £1,500	£200	£80	£160
£1,501 - £3,000	£200	£115	£195
£3,001 - £5,000	£200	£205	£285
£5,001 - £10,000	£220	£455	£555
£10,001 - £15,000	£250	4.5% of the value of the claim.	4.5% of the value of the claim + £100
£15,001 - £50,000	£280	4.5% of the value of the claim.	4.5% of the value of the claim + £100
£50,001 - £100,00	£290	4.5% of the value of the claim.	4.5% of the value of the claim + £100
£100,001 - £150,000	£350	4.5% of the value of the claim.	4.5% of the value of the claim + £100
£150,001 - £200,000	£400	4.5% of the value of the claim.	4.5% of the value of the claim + £100
Above £200,000	Calculated on a case by case basis.	£10,000	£10,100

## Stage 3 – Request County Court Judgment\*\*\*

If you would like us to, we will claim the interest and compensation you are entitled to in addition to the debt.

Amount of debt	Our Charges excl VAT
£300-£5,000	£100.00
£5,000+	+ £200.00

\* In some cases, it is better to issue via the local County Court rather than via the online Court service. In these cases, the Court fee will be greater. The increased Court fee is recoverable from your debtor.

\*\* Payment of our fees is not contingent on the debtor paying the debt.

\*\*\* We can request that a County Court Judgment be awarded in undefended claims where the debtor admits your claim or fails to file an acknowledgment of service or defence. This pricing does not apply where the debtor files a defence.

## Any Stage – Case Assessment

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At any stage you may request a detailed Case Assessment which will provide advice regarding the merits of your claim. Our costs for a case assessment are:

Value of judgment	Our Charges excl. VAT
Up to £10,000	£500
£10,000 +	£800

## Any Stage – Defended Claim

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We have an experienced litigation team to advise you should your debtor defend your claim. The hourly rates charged for this team are:

Level of fee earner	Our Hourly Charges excl. VAT
Senior Solicitor with more than 8 years experience	£230
Solicitor of 4-8 years experience	£190
Trainee Solicitor/Paralegal	£130



# Debt Recovery and Litigation service – Instruction Sheet

Email: [debtrecovery@woodfines.co.uk](mailto:debtrecovery@woodfines.co.uk)

We would like to instruct you to issue letters before action on the attached invoices in accordance with the Debt Recovery Proposal.

Your Company Name:

Your Company Address:

Contact Name:

Telephone Number:

Email Address:

## Debtors details:

Legal Entity of the Debtor:  
(please circle)

Debtor's Full Name:

Debtor's Address:

(this is where the letter will be sent)

Date of Invoice:

What are your terms of payment: (30 days etc.)

How much is outstanding?:

If the debtor has part-paid an invoice, please ensure you send us full details of previous payments; e.g. date and amounts paid.

Does the debt relate to a construction matter?: (please tick)

Yes

No

There are 3 ways you can claim interest on a debt.

Please ensure you tick the box below if you do request interest; otherwise interest will not be claimed.

1. If you are a business and your debtor is a business, you are entitled to claim interest and compensation under the Late Payments of Commercial (Interest) Act 1998 which is 8% above base rate on all invoices which are overdue. Please ensure that you forward us copies of outstanding invoices.
2. If your debtor is a consumer (not a business) you are only entitled to charge interest on outstanding invoices when you issue proceedings at the rate of 8% under s69 County Court Act 1984.
3. If your terms and conditions provide for interest to be paid on outstanding invoices, then interest should be calculated in accordance with your terms and conditions. If you wish us to calculate please provide a copy of these.

Tick as appropriate”

The debtor is a business and I wish to claim interest and compensation under late payment.

The debtor is a consumer.

I wish to claim interest under my terms and conditions which are attached.

I confirm that I instruct Woodfines LLP to send a letter before action on my behalf/ on behalf of the Company listed above. I acknowledge that it is my responsibility to ensure that the details in this form are correct.

Signed:

Dated:

