

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

These terms and conditions supplement our standard 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)**

We will prepare a LBA demanding payment of the full amount. We will rely on your instructions regarding the amount of the debt and the debtor's details. This is a non-advice service. Our fee for the LBA will be £40 plus VAT per letter.

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

**Stage 2 - Case Assessment**

At any stage you may request a detailed Case Assessment. Our fixed fee for a Case Assessment will be £250 plus VAT. A Case Assessment will be provided only upon a specific request by you.

Should you be uncertain about the debtors trading name, the payment terms agreed with the debtor, the amount outstanding or a defence previously raised by the debtor, we would recommend a Case Assessment before the issue of proceedings.

**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**

<b>Amount of debt</b>	<b>Our Charges excl VAT</b>	<b>Issue Fee</b>
£300-£5,000	£200	£25-£185
£5,001-£10,000	£220	£410
£10,001-£15,000	£250	4.5% of the value of the claim
£15,001-£50,000	£280	
£50,001-£100,000	£290	
£100,001-£150,000	£350	
£150,001-£200,000	£400	
Above £200,000	Calculated on a case by case basis	£10,000

You can claim the Court fee and also 'fixed costs' from your debtor. The fixed costs recoverable between issue of proceedings and judgment are:

**Table 2**

<b>Claim amount</b>	<b>Fixed Costs</b>
Less than £500.00	£50.00
£1,000 - £5,000	£80.00
More than £5,000	£100.00

**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 3**

<b>Value of Judgment</b>	<b>Charges excluding VAT</b>
£300-£5,000	£100.00
£5,001 +	£200.00

**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 4**

<b>Value of Judgment</b>	<b>Charges excluding VAT</b>
£300-£5,000	£100.00
£5,001 +	£200.00

**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 5**

<b>Value of Judgment</b>	<b>Charges excluding VAT</b>
£300-£5,000	£100.00
£5,001 +	£200.00

**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 it to be paid the following charges shall apply upon entry of the judgment:

*Table 6*

<b>Value of Judgment</b>	<b>Charges excluding VAT</b>
£300-£5,000	£100.00
£5,001 +	£200.00

**Stage 6 - When a Defence is filed or the Debtor makes and 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 our prevailing terms set out in our letter of engagement.