



# Debt Recovery

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## PRICE LIST

We reserve the right to change our price list at any time.

# Debt Recovery

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Frantz Gregory & Co provides a fixed fee service across all key stages of the UK debt recovery process such as Letter Before Action, Issuing Court Claims, obtaining a County Court Judgment (CCJ) and Enforcement of a CCJ.

This document provides an overview of the fixed cost services that the firm provides, detailing:

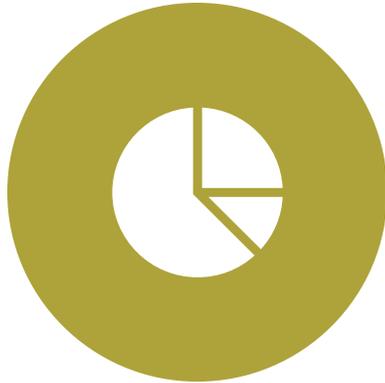
1. THE STAGES OF DEBT RECOVERY
2. DEFENDED WORK, COMMERCIAL LITIGATION, & LEGAL ADVICE

There are no hidden fees when you instruct Frantz Gregory & Co. We charge based on the services we provide and the instructions you give us.

For further information, please do not hesitate to contact us directly.

# Debt Recovery - Three Stages

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STAGE 1  
LETTER BEFORE ACTION



STAGE 2  
ISSUING A COURT CLAIM



STAGE 3  
COUNTY COURT JUDGMENT  
AND ENFORCEMENT

# Stage One - Letter Before Action

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Letter Before Action (LBA) or Late Payment Demand (LPD) - Email only	£ 20.10
Letter Before Action (LBA) or Late Payment Demand (LPD) - Post & Email	£ 40.20

Applicable for business to business debts and/or where a Pre Action Protocol Letter (PAP) has already been sent.

# Stage One – Pre-Action Protocol Letter

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PAP Letter and additional correspondence

£250

Applicable where the debt is against an individual or sole trader and a PAP letter has not previously been sent.

Frantz Gregory & Co will give at least 30 days notice of the debt unless payment is made for the full balance.

Frantz Gregory & Co will at its discretion choose to extend this period if negotiations are on-going.

If you instruct us to close the case before we advise you to do so, you may be subject to a close out fee. We will charge 10% (no VAT) of any sums paid towards the debt, subject to a minimum charge of £10. If we do not collect anything, you do not pay anything.

# Stage Two – Issuing a Court Claim

Debt Amount	Court Fee	FG Fee	Total Costs	Recoverable
£ 25 - £ 300	£ 35	£ 100	£ 135	£ 85
£ 301 - £ 500	£ 50	£ 100	£ 150	£ 100
£ 501 - £ 1000	£ 70	£ 145	£ 215	£ 140
£ 1001 - £ 1500	£ 80	£ 145	£ 225	£ 160
£ 1501 - £ 3000	£ 115	£ 165	£ 280	£ 195
£ 3001 - £ 5000	£ 205	£ 250	£ 455	£ 285
£ 5001 - £ 10000	£ 455	£ 550	£ 1005	£ 555
£ 10001 - £ 25000	5%	6%	*	**
£ 25001 - £ 50000	5%	6%	*	**
£ 50001 - £ 75000	5%	6%	*	**
£ 75001 - £ 100000	5%	6%	*	**

\*Court Fee plus FG Fee.

\*\*Court Fee plus £ 100.

All instructions received by 2pm will be processed on the same working day.

If your debt amount is greater than £ 100,000 we will advise on costs and the best way forward.

# Stage Three: County Court Judgment (CCJ)

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Debt Amount	FG Fee	Recoverable
£ 25 - £ 5000	£ 70	£ 22 - £ 55
Over £ 5000	£ 85	£ 30 - £ 70

If you prefer not to enforce the Judgment immediately and instead you would like us to write to the debtor informing them that Judgment has been entered, a charge of £ 20.10 will be incurred per item of correspondence.

# Stage Three: Enforcement of CCJ

Method of Enforcement	Disbursements	FG Fee
Issuing warrant of execution to Bailiff via CCBC or other Court	£ 83	£ 75
Certificate to enforce and instruct High Court Enforcement Officer (HCEO)	£ 66	£ 195
Obtaining and Registering a Charging Order	Various	£ 295
Removing charging order	Various	£ 195
Third Party Debt Order/Order to Obtain Information to first hearing	Various	£ 225
Attachment of Earnings Order without representation	£ 110	£ 100

We will commence Enforcement Action within 2 working days of receipt of your instructions.

If you instruct an HCEO, they will send a 7 day letter by first class post to the debtor requesting payment, after the 7 days the enforcement officer will attend the debtors premises to collect the debt or take goods to the value outstanding.

This will include their charges. The timetable for Enforcement will vary depending on the Court workload. However, we will keep you updated at least once a month as to the progress.

# Defended Work & Commercial Litigation

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Defence Service – Small Claims	FG Fee
Receiving and dealing with an Acknowledgement of Service	£ 25
Receiving Defence/Part Admission/Admission/States Paid	£ 50
Objecting to Instalment Proposal	£ 65
Filing Directions Questionnaire (negotiations/arranging mediation included)	£ 175
Reply to Defence	£ 250

# Defended Work & Commercial Litigation

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Handling a standard defended small claims case where there is not a counterclaim

Defence Service - Small Claims	FG Fee
Up to £5000	£475
£5001 - £7500	£975
£7501 - £10000	£1250
Adjourned Hearings	£100

If the case goes to a hearing, a Court Hearing Fee of between £25 - £335 will be payable based on value of your claim. Court/Agent fee disbursements applicable and will be quoted at time. If you receive a defence to your claim and your claim is under £10,000 it is likely to be allocated to the Small Claims Track.

We will file a Directions Questionnaire. Included in that fee will be correspondence to negotiate a settlement and/or arranging telephone mediation. The timetable for getting to trial will vary depending on the Court workload. However, on average it will usually take up to 6 months to get to a hearing. We will prepare the witness statements and documents required for the hearing in accordance with the fixed fees set out above. This fee also includes preparing for a hearing and instructing an Agent or Counsel to attend as representation.

# Legal Advice

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Handling a standard defended small claims case where there is not a counterclaim

Legal opinion on merits of one case	FG Fee
Up to £10000	From £500
£10001 upwards	From £975

Unlimited Legal Advice 12 Months	FG Fee
SMEs	£1500
Corporate Group or Large Companies (Over £20m turnover)	£5000

Advice will be given within 5 working days of the later of: a) the file being passed to Commercial Litigation; b) you confirming the fixed price is acceptable; c) you supplying information/documents requested or promised; or d) payment on account being made to our Escrow Account. We will normally reply to letters, faxes, emails and web messages within two days of your communication. When the person you require is unavailable to take your telephone call, we will ring you back within 4 working hours.