

Debt Recovery

Section 31 of the Solicitors Act 1974, Section 9 of the Administration of Justice Act 1985 & Section 83/Schedule 11 of the Legal Services Act 2007

COST INFORMATION: DEBT RECOVERY UP TO THE VALUE OF £100,000

1. The costs identified below concern **only** a claim for unpaid invoice(s) which **are not** disputed and enforcement action is not required.
2. The stated professional costs for this firm cannot practicably be determined and thus a range is given. Each claim is fact dependent and varying degrees of work are required. We do not operate a fixed fee debt recovery service on debts falling within this category. We encourage you to telephone our offices with full details of your claim so that we can provide a cost estimate relevant to your facts.

Debt Value	GBLF LLP Professional Costs	VAT thereon	Court Fee	Disbursements	Total
Up to £10,000	Unless you have a contractual entitlement to recover costs we rarely accept instructions on a debt not exceeding £10,000.	N/A	N/A	N/A	N/A
£10,001 to £100,000	£10 - £10,000	20%	https://www.gov.uk/court-fees-what-they-are	Your claim may attract third party disbursements, albeit these can only be assessed once we understand the nature of your claim. Certain disbursements will attract VAT.	The total of professional costs, VAT, the applicable Court Issue Fee and any relevant disbursements.

3. The professional costs of this firm are calculated by reference to hourly rates of individuals who may work on the matter. Hourly rates may be varied year on year. A list of up to date hourly rates for individuals who may work on your claim is available on request. They will also be detailed by fee earner within any Letter of Engagement. A timescale for completion of the relevant work will similarly be identified within a Letter of Engagement after we have assessed the work required in your claim.
4. Individuals who may carry out work on and/or have supervisory conduct of your claim are:
 - i. Partners;
 - ii. Associate Solicitors;
 - iii. Assistant Solicitors; and,
 - iv. Paralegals.
5. Work encompassed by the professional costs of this firm documented in the table above include, and are strictly limited to:
 - i. Accepting instructions and completing our client due diligence process;
 - ii. Undertaking a review of your case, considering any documents and taking instructions;
 - iii. Identifying the requirement for any appropriate expert evidence, instructing an appropriate expert, considering an expert's report and providing any resulting advice;
 - iv. Settling a Letter Before Action;
 - v. Settling a Claim Form & Particulars of Claim; and,
 - vi. Obtaining Default Judgment and advising on next steps in the absence of payment together with details of onward costs.
6. If we are prepared to use a conditional fee or damages based agreement then we will notify you.
7. If an opponent disputes your claim at any point, we will discuss any further work required and provide you with revised advice about costs if necessary.
8. **The stated professional costs of this firm exclude the following matters which must be quoted for on enquiry:**
 - i. **disputed unpaid invoices;**
 - ii. **matters of insolvency;**
 - iii. **landlord and tenant debts of any nature;**
 - iv. **enforcement.**