

**Debt Recovery and
Commercial Litigation**

PRICING & SERVICES

<p>PRELEGAL</p> <p>No collection, no fee service before taking legal action</p>	<p>LEGAL</p> <p>Legal action with clear fixed fees</p> <p>£1.50 LBA</p>	<p>LITIGATION</p> <p>Our Solicitors can advise on disputed debts with clear costs given of each stage</p>	<p>INSOLVENCY</p> <p>Issue petitions against debtors. The debtor pays Lovetts fees, not you.</p>
<ul style="list-style-type: none"> ✓ No collection, no fee ✓ UK debts 6-10% commission fee ✓ Overseas debts 22-35% commission fee ✓ Suitable for debts that may have been written off or if legal action is not commercially viable 	<ul style="list-style-type: none"> ✓ Letter before action by email (LBA) £1.50 plus VAT ✓ Letter before action (LBA) by post & email £5.00 plus VAT ✓ LBAs, claims & Judgments processed same day ✓ Enforcement of Judgments in High Court. Other enforcement options available 	<ul style="list-style-type: none"> ✓ Suitable for any disputed debts ✓ Unlimited advice from a Solicitor all year for a fixed fee as low as £1,500 plus VAT ✓ Clear fees quoted for each recommended course of action ✓ Quick and efficient service from our highly experienced team of Solicitors 	<ul style="list-style-type: none"> ✓ Suitable for undisputed debts ✓ You only pay for disbursements, not our fees ✓ We will collect our fees and your disbursements from the debtor ✓ On average a debtor will make payment within 25 days of a petition being issued

Legal Department

T (01483) 457500

F (01483) 457700

Commercial Litigation

T (01483) 457501

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Surrey GU3 1LR

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VAT Reg. No 602 4544 74

Authorised and Regulated by the Solicitors Regulation Authority

Lovetts Ltd is a company registered in England Number: 2996700

A list of Directors can be inspected at the Registered Office, as above

**Debt Recovery and
Commercial Litigation**

Pricing (£)

Before Court Proceedings

Letters

Letter Before Action (LBA) - Email Only	1.50
Late Payment Demand (LPD) - Email Only	1.50
LBA or LPD – Post & Email	5.00
Overseas Letter Before Action	20.00

PreLegal

UK Debts - No collection, no fee

Debt Amount	Our Fee
Up to 1,000	10%
Over 1,000	6%

Overseas Debts - No collection, no fee

Band	Agent Fee	Our Fee
A - European Union		
▪ debts less than 12 months old	6%	22%
▪ debts over 12 months old	6%	28%
B - USA, Australia, Canada, Middle East		28%
C - Africa, New Zealand, Asia & Far East		32%
D - All other areas (including Russia)		35%

Further details of PreLegal terms can be found at <https://www.lovetts.co.uk/downloads/PreLegal-Terms-2016.pdf>

County Court Proceedings

Claims

Debt Amount	Court Fee	Our Fee	Recoverable Fees
25-300	25	100	75
301-500	35	100	85
501-1,000	60	145	130
1,001-1,500	70	160	150
1,501-3,000	105	165	185
3,001-5,000	185	165	265
5,001-10,000	410	215	510
10,001-25,000	4.5%	295	(1)
25,001-50,000	4.5%	350	(1)
50,001-75,000	4.5%	550	(1)
75,001-100,000	4.5%	600	(1)

(1) Court fee (4.5%) + £100

- ✓ Service Level commitment: All instructions received by 2pm will be processed on the same working day.
- ✓ Our best practice is to serve all UK limited companies at their current Registered Office address, not the trading address.

- ✓ For claims under £10,000 there is an additional £10.00-£95.00 court fee per case (which is recoverable, if successful) if the claim is issued through our local court.
- ✓ For claims issued in the County Court for claims over £10,000 the Court fee is 5% of the claim value.
- ✓ There is an additional £10.00-£50.00 added to our fees if instructions do not come through CaseManager.
- ✓ Once a Claim has been issued, we do not charge for communicating with you unless the case becomes defended. Any debts above £100,000 – We will contact you to advise.

Judgment

Debt Amount	Our Fee	Recoverable Fees
25-5,000	65	22 - 55
Over 5,000	80	30 - 70

✓ There is an additional £5.00 added to our fees if instructions do not come through CaseManager

Enforcement

	Disbursements	Our Fee
Issuing warrant of execution to Bailiff via CCBC or other Court	70 - 100	75
Certificate to enforce and Instruct HCEOs (England/Wales)	60	195
Extending writs or warrant of execution	50	60
Re-Issuing warrant of execution	0 - 30	45
Charging Orders	Various	295
Third Party Debt Order & Order to Obtain Information to first hearing	Various	225
Attachment of Earnings Order without representation	95	100

Defences – Small Claims

	Disbursements	Our Fee
Receiving and dealing with an Acknowledgment of Service		30
Managing Defence/Part Admission/ Admission/'States paid'		60
Filing Directions Questionnaire (negotiations/mediation included)		175
Handling a standard defended small claims case where there is not a counterclaim:		
▪ Up to 5,000	(2)	475
▪ 5,001-7,500	(2)	975
▪ 7,501-10,000	(2)	1,250
Adjourned Hearings	Agent Fee	100
Hearing fees (from 01/04/2011)	Scale	
(2) plus disbursements		

Other Charges and Services

	Court/ Agents	Our Fee
Correspondence (see General Notes)		from 25
Telephone attendances		25
Debtor Payment Processing:		
▪ 1 st Payment		15
▪ 2 nd or subsequent Payment		10
Dishonoured Debtor Cheque		15
Taking over an existing case		50
Manual entry of particulars of debt with over 15 transactions		30
Each additional defendant above two		15
Foreign currency claim UK jurisdiction		50
Registered office search		8
Instructing tracing agent	Agent Fee	30
Search current Winding Up Petition		20
Notification to CCBC of case closure prior to judgment		15
Consent Order (standard, e.g. instalment terms)	100	75
Notice of discontinuance/withdrawal		40
Filing Certificate of Service		35
Obtaining HM Land and Registry Office Copy Entries	(per item) 3	15

Scotland, Northern Ireland, Europe including Eire, and other Jurisdictions

	Court/ Agents	Our Fee
Application for leave to enter judgment on English claims against Defendants resident in Scotland and Northern Ireland	100	85
Preparing the application for a certificate of judgment in Scotland	100	75
Registering Judgment in Scotland	10	20
Instructing Messenger at Arms in Scotland	Various	100
Registering Judgment in Northern Ireland		50
Subsequent enforcement in Northern Ireland	Please Enquire	
Europe including Eire, and other Jurisdictions	Please Enquire	

Insolvency

	Court/ Agents	Our Fee
Statutory Demands (Individual or Company)	Agent Fee	125
Draft Winding Up Petitions including Company and Court searches		240
Insolvency Search		20
Bankruptcy Petition	Various	450
Winding-up Petition or taking over an existing Petition including Company and Court searches	Various	550
Notice to Support Winding-up Petition		50
Adjourned Hearings	Agent Fee	100

Commercial Litigation Defended work and legal advice

(rate per hour)	Claims 0-25,000	Claims > 25,000
Senior Solicitor (Band A)	230	245
Solicitor (Band B)	200	215
Junior Solicitor/Legal Executive ⁽³⁾	185	200
Trainee Solicitor/Paralegal ⁽⁴⁾	125	125
Secretary	70	70
⁽³⁾ Band C (when available)		
⁽⁴⁾ Band D (when available)		

Solicitor Levels:

- ✓ Band A - Solicitor with over 8 years post qualification experience including at least eight years litigation experience
- ✓ Band B - Solicitors and legal executives with over four years post qualification experience including at least four years litigation experience
- ✓ Band C - Other solicitors and legal executives and fee earners of equivalent experience
- ✓ Band D - Trainee solicitors, paralegals and other fee earners 'Legal Executive' means a Fellow of the Institute of Legal Executives.

Legal Advice

	Our Fee
Legal opinion on merits of one case (case by case):	
▪ Up to £10,000	500
▪ £10,001 upwards	800
Unlimited legal advice 12 months (multiple cases):	
▪ SME's	1,500
▪ Large Companies (over £20m turnover)	3,000
Terms of Business Reviews:	
▪ Reviewing payment terms in your Terms of Business including clauses related to interest, compensation & legal fees	500

General Notes relevant to all cases:

The recoverable fees shown above on the Claim Form & Judgment tables are those which you are entitled to recover from the debtor. On occasions, debtors may (unfairly) withhold certain amounts due to you and it is then a commercial decision for you whether it will be cost-effective to pursue the shortfall.

High Court Enforcement Officer's charges are recoverable from the debtor, if he pays in full. If not, and no possession of goods can be taken, then an abortive charge of approximately £75.00 + VAT is usually incurred. This charge, plus any agreed expenses, is often the limit of your liability for an abortive execution, even where possession of goods is taken. Otherwise, if possession of goods is taken and the High Court Enforcement Officer subsequently has to withdraw (e.g. because of a 3rd party claim or judgment being set aside), the High Court Enforcement Officers can charge fixed costs of £190.00 to £525.00 with an additional % of the debt value, up to a maximum of 7.5%.

Our Charges exclude VAT and disbursements such as Counsel's fees, High Court Enforcement Officer's abortive charges, Agent's fees, etc. These vary in each case. Where the Lord Chancellor's Department varies a Court Fee we will charge you the actual amount paid out on your behalf to the court.

Occasionally we are instructed to start proceedings and are then asked to try and stop them, because e.g. the debtor has paid the debt. In such a case, if we are able to recover it from the court, we will credit you with the court fee but will charge the fixed costs - there is sometimes more work in stopping than running an action.

All references to Debtor or Defendant include any dealings or communication with their representatives or solicitors.

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Practice Management Standard
Law Society Accredited