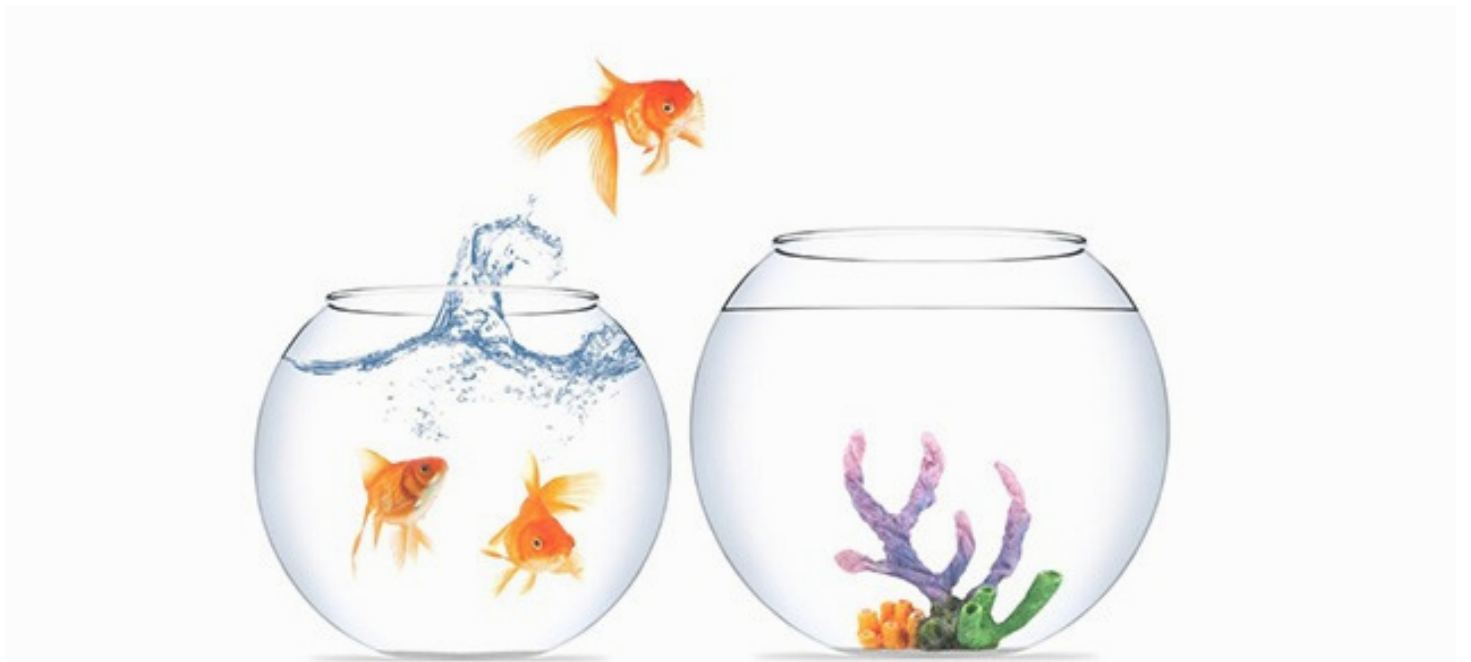


Debt Recovery Service

October 2018

BREEZE & WYLES SOLICITORS LTD



2018

OUR DEBT RECOVERY SERVICE

“Our aim is to give the best possible service as simply and efficiently as possible... that’s where we come in”

**Brendan O’Brien, Director
Breeze & Wyles Solicitors Ltd**

OUR DEBT RECOVERY SERVICE

Breeze & Wyles Solicitors Limited offers a Fixed Fee Debt Recovery and Litigation Service for those debts that remain unpaid despite exhaustion of your internal credit control function.

Key Points

- ✓ Transparent fees
- ✓ We will keep you fully informed as your claims progress. Our team are friendly and approachable.
- ✓ Our experienced, qualified and specially trained team will advise you on:
 - The best tactical approach to adopt
 - Enforcement of your Judgment – what is the best way to obtain payment from your debtor?
- ✓ Easy Instruction allows our service to be used promptly following exhaustion of your internal credit control function.
- ✓ We have established relationships with good quality tracing agents and asset enquiry agents – these relationships help increase your chances of a successful recovery.
- ✓ Our specialist defended team will advise you should your debtor raise a defence ensuring that you are able to make informed decisions at every stage. A further fee for this will apply.

PRICING STRUCTURE FOR UNPAID INVOICES**Letter before action**

Letter of Demand where consumer or sole trader	£10.00
Pre Action Protocol Letter	£30.00
Letter before action where Limited Company or Partnership	£10.00

Terms and Conditions apply

County Court Proceedings

Claim Amount	Our Fee	Court Fee
Up to £300	£300.00	£25.00
£300–£500	£300.00	£35.00
£500–£1000	£300.00	£60.00
£1000–£1,500	£350.00	£70.00
£1,500–£3000	£350.00	£105.00
£3000–£5000	£350.00	£185.00
£5000–£10,000	£450.00	£410.00
£10000–£15,000	£600.00	4.5% of the claim value
£15,000–£50,000	£600.00	4.5% of the claim value

You can claim the Court fee and also 'fixed costs' from your debtor. Fixed costs are recoverable between issue of proceedings and Judgment. However, you may be able to recover costs under your Terms and Conditions or contract and we will advise you accordingly should you issue proceedings

Judgment

If the debtor fails to file an acknowledgement of service or defence, we will request judgment in default on your behalf.

Defended Cases

We have an experienced defended team to advise you where your debtor defends your claim who will charge on the following hourly rates:

Level of fee-earner	Hourly rate
Paralegal/Trainee Solicitor	£130.00
Solicitor/Chartered Legal Executive	£205 or £170

Enforcement of a Judgement

There are various methods of enforcement. We will work with you to establish the best method of enforcement in your case and provide you with the fees of the same upfront.

Statutory Demand**Summary**

Serving a Statutory Demand to wind up a company or bankrupt an individual may be an alternative to court proceedings.

If you would like further information and costs please do not hesitate to contact us.

Terms and Conditions:

1. The cost for a letter before action will not include any advice as to the debt, your debtor or calculation of interest on the debt.
2. An instruction sheet must be completed in all cases and all information will be taken from the instructions sheet and we take no responsibility for any incorrect information given.
3. The letter before action will request that your debtor contacts you direct and the cost of the letter does not include any further correspondence with you or your debtor.
4. All further advice and assistance will be chargeable at the fee earner's hourly rate.
5. VAT that is payable on your fees unless indicated above. VAT is not recoverable from the debtor however, you may be able to recover VAT, if you are VAT registered.
6. Our costs are not contingent on full payment being made by the debtor.
7. All fees and disbursements will be payable in advance.
5. We will always advise you of the cost before carrying out any work on your behalf.

For further information regarding our Debt Recovery Service, please contact / 01992 558411 Sharon Matchwick: Sharon.Matchwick@breezeandwyles.co.uk or Rita Wright: rita.wright@breezeandwyles.co.uk 01992 558411.

For further information on our team, or the firm, please visit: www.breezeandwyles.co.uk.



Debt Recovery - Instruction Sheet

To: Sharon Matchwick (Sharon.matchwick@breezeandwyles.co.uk)
Telephone Number: 01992 558411

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

1. Debtor Name:	
2. Debtor Address:	
3. Contact Name:	
4. Email Address	
5. If a consumer or Sole Trader do you require Demand Letter (£10) or Pre Action Protocol Letter (£30):	
6. Debtor's Name:	
7. Debtor's Address (where the letter will be sent)	
8. Name of Person and telephone number that debtor contacts on receipt of LBA	
9. How much is outstanding?	

A Letter before action will be prepared and sent to the debtor at the address above demanding the amount stated. The letter will include details of the name and telephone number of the person entered in box 8 asking your debtor to you direct.

On receipt of your instructions we will advise you of a reference and our bank details in order that payment can be made.

I confirm that you are instructed to send a letter before action and any further action on my instructions as set out in the Client Care information attached and I am authorised to instruct you in this matter.

.....

Signed

.....

Full Name

.....

Dated