

## DEBT COLLECTION COST SHEET

These fees apply to clients who are not instructing us on a no-win-no-fee basis.  
Clients who are instructing us on a no-win-no-fee basis should refer to their  
Debt Collection Agreement.

Default call : R99. 00  
Default email : R179. 98

PRE-LITIGATION STAGE - LOD and AOD phase		Amount
<b>STEP 1</b>	<p>Letter of demand.</p> <p>New File Statutory verification of client. Creating an online client portal and account. Opening a physical and electronic files with relevant sections. Attending to pre-engagement letter. Allocating project management numbers.</p> <p>Initial Handover. Perusing relevant documents. Updating statement of account. Opening debtor account portal.</p> <p>Database Search - Spider connections on Person Trace.</p> <p>Letter of demand Preparing draft letter of demand together with annexures thereto. Settling same. Dispatch electronically. Telephone call to recipient. Reporting to client.</p>	<p>R 1 500/debt</p> <p>Include charges for new file, tracing, and initial assessment.</p>
<b>STEP 2</b>	Drafting AOD	R 1 400

## DEBT COLLECTION COST SHEET

EARLY LITIGATION STAGE	
<b>PLEADINGS PHASE</b>	
<b>STEP 5</b> Summons prepared, issued and served. Dispatching for issuing and service. Reporting to client. Noting appearance to defend. (including expenses)	R 5 000/debt (including service and travel)
<b>STEP 6</b> Debtor intends to defend?	R 250 (including report to client)
<b>STEP 7</b> Notice of bar if plea is late.	1000
<b>STEP 8</b> Defendant's plea received.	R 1 500
<b>DEFAULT JUDGMENT PHASE</b>	
<b>STEP 9</b> Default judgment application Preparing and collating default judgement application. Filing same and 3 follow ups at court. Reporting to client.	R 3 000
<b>STEP 10</b> Attend to court queries.	R 500 per query letter
<b>STEP 11</b> Default judgment order.	R 500 per query letter

General note.  
All costs include sheriff's fees and other service fees (Including printing and travel), unless indicated otherwise.  
Kindly refer to our debt collection infographic

## DEBT COLLECTION COST SHEET

<b>SUMMARY JUDGMENT PHASE</b>		
<b>STEP 12</b>	Summary judgment application. Considering Plea (assuming 10p). Preparing and collating summary judgment application. Dispatching Affidavit to client for consideration and input. Arranging commissioning. Filing same and 3 follow-ups at court. Reporting to client. Enrolling application. Preparing Heads of Argument and Practice Note. Considering opposing Heads of Argument and Practice Note. Preparing for and appearing in Court.	R 10 000
<b>STEP 13</b>	Opposing affidavit received.	R 1 500
<b>STEP 14</b>	Court hearing and order.	R 3 000
<b>DEEP LITIGATION STAGE</b>		
<b>DISCOVERY PHASE</b>		
<b>STEP 15</b>	Notice to discover documents.	R 550 each
<b>STEP 16</b>	Plaintiff's discovery affidavit.	3000 each
<b>STEP 17</b>	Defendant's discovery affidavit received.	R 1 000
<b>STEP 18</b>	Application to compel discovery.	R 1 500

General note.

All costs include sheriff's fees and other service fees (Including printing and travel), unless indicated otherwise.  
Kindly refer to our debt collection infographic

## DEBT COLLECTION COST SHEET

<b>STEP 19</b>	Ordered to deliver discover affidavit.	
<b>TRIAL PREP PHASE</b>		
<b>STEP 20</b>	Identity and consult witness.	2000/hour
<b>STEP 21</b>	Pre-trial conference.	R 5 000
<b>STEP 22</b>	Court date, set and notice.	R 1 000
<b>STEP 23</b>	Subpoena witnesses.	R 1 000 per witness
<b>STEP 24</b>	Court hearing.	R 15000/day
<b>STEP 25</b>	Judgment.	
<b>EXECUTION STAGE</b>		
<b>STEP 26</b>	Warrant Of Execution Preparing warrant of execution. Dispatching for issuing and service. Reporting to client. Dispatching to sheriff. Report on attachment. (including expenses)	R 1 000 each

General note.

All costs include sheriff's fees and other service fees (Including printing and travel), unless indicated otherwise.  
Kindly refer to our debt collection infographic

## DEBT COLLECTION COST SHEET

<b>STEP 27</b>	Sheriff Attach Movables.	R 1000/instruction
<b>STEP 28</b>	Removal And Sale.	R 500 (excluding Sheriff charges).
<b>STEP 29</b>	Attach Immovables.	R 3000/application and warrant
<b>STEP 30</b>	Sales Of Immovables.	R 5 000/debt (including service and travel)

General note.

All costs include sheriff's fees and other service fees (Including printing and travel), unless indicated otherwise.  
Kindly refer to our debt collection infographic