
BUSINESS TO BUSINESS DEBT RECOVERY (OUR FEES FOR UNDISPUTED CASES UP TO £100,000)
Our Service, Fee Scale and Timescales

Rasiah & Co Solicitors recognise the importance of being upfront with clients about our costs. We are always as clear as possible about the costs you can expect to pay for the service you will receive. Since each case is unique however, we do encourage you to contact us on 020 8543 4040 to discuss your specific requirements to obtain a bespoke quote. Alternatively, you can email us at info@rasiah.co.uk.

We offer business clients a fixed-price debt recovery service for recovering undisputed debts of up to £100,000.00 for commercial clients. The estimated fee scale provided below is based on dealing with a claim for the recovery of debt due under an unpaid invoice.

The fees apply to standard matters, where it is suitable for us to deal with any claim through the County Court Business Centre. Claims for recovery of a debt can be straightforward if the debtor admits the debt and no court proceedings are required.

If the debt is defended and court proceedings are issued, the process will be longer, more complicated and more expensive. Each matter is unique, and it's challenging to predict whether your case will be straightforward or complicated. In such cases, we can provide you with a tailored cost and time estimate for your complex or high-value matter.

The costs cover the work we carry out at our firm from the point of issuing a letter of claim to obtaining judgment where the claim is not disputed and where enforcement action is not required. If any other or opposing party raises any dispute against your claim at any point, we will discuss any further work required and provide you with revised advice about costs, if necessary. This could be on a fixed fee or hourly rate basis, ensuring you are prepared for any potential changes in the cost structure.

Basis of our charges

Fixed Fees

At Rasiah & Co Solicitors, we may offer you a fixed fee for all or part of the work you have instructed our firm to do. The decision to work on a fixed fee basis is made on a case-by-case basis, taking into account factors such as the amount at stake, and the legal and factual complexity of the matter.

Estimated legal fees for disputed claims:

- Taking your instructions and reviewing documentation relating to your claim.
- Reviewing the claim and writing a letter before action that complies with the Court Procedure Rules may start at £1,200.00 plus VAT AT 20%.
- Preparing and assisting you with drafting a witness statement on an un-bundled retainer basis may start between £1,500.00 plus VAT AT 20% for a short witness statement with few or no documents exhibited to it to £4,500.00 plus VAT at 20% for a more complicated and detailed statement exhibiting up to 100 pages of documents.

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- If payment is not received from the debtor following the letter before action. We will be drafting a letter before the claim, issuing proceedings and applying for judgment in default if the debtor does not respond to the claim will cost between £2,500.00 plus VAT AT 20% and £3,500.00 plus VAT AT 20% and disbursements. A court issue fee is also payable to the court for issuing the claim; this fee may be recoverable from the debtor.
- Where no Acknowledgement of Service or Defence is received, applying to the Court to enter Judgment in default.
- When Judgment in default is received, we will write to the other party to request payment.
- A fixed fee for enforcing your judgment will depend on what we know of the debtor and whether the debtor is likely to be cooperative. A range of likely fixed fees for a straightforward matter in which we are instructed on the underlying claim are:
 - To instruct High Court Enforcement Officer - £300.00 plus VAT at 20%
 - Application for a charging order £500 plus VAT at 20% - £600.00 plus VAT at 20%
 - Application for an attachment of earnings order £300.00 plus VAT at 20% - £400.00 plus VAT at 20%

For each matter, you will also have to pay any court fees or disbursements (costs we incur or pay to a third party on your behalf).

Rasiah & Co Solicitors deals with Debt Recovery and have a wealth of experience in this area. Your matter will be handled by one of the following; if a solicitor is handling your matter, he/she will be supervised by a partner at all times:

DEBT RECOVERY TEAM

<u>NAME</u>	<u>POSITION</u>	<u>YEAR OF QUALIFICATION</u>	<u>HOURLY RATE</u>	<u>QUALIFICATION</u>	<u>BRIEF EXPERIENCE</u>
Mr. N. Rasiah	Partner/Solicitor	1990	£250	LLB	Mr. Rasiah is a senior partner at Rasiah & Co with over 34 years post qualification experience. He specialises in immigration and commercial and residential property matters. He also deals with probate,

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					matrimonial, licensing and civil litigation matters.
Mr. P. Kugan	Associate Solicitor	2023	£200	BA Honours, Graduate Diploma in Law, Legal Practice Course (MSC)	Mr. Kugan has over 9 years' experience in dealing with a vast range of immigration cases. He completed his training contract at Rasiah & Co Solicitors and is an associate solicitor specialising in commercial and residential property law and immigration. He also deals with probate, matrimonial, licensing and civil litigation matters.

***Please note VAT is charged at the standard rate the details of which are found here: <https://www.gov.uk/vat-rates>**

The below quotes are estimated based on an hourly rate of £250.00 plus VAT at 20% based on an undisputed matter. Our hourly charging rates for this type of work range between £200.00-£250.00 plus VAT at 20% depending on the experience of the team member dealing with your matter.

Debt Value	Court Fee (Disbursement)	Our Fee
Up to £5,000.00	from £35.00 - £205.00	£500.00 (plus VAT at 20%)

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Up to £5,001.00 to £10,000.00	£455.00	£750.00 (plus VAT at 20%)
Up to £10,001.00 to £50,000.01	5% value of the claim value	£1,000.00 (plus VAT at 20%)
Up to £50,000.00 to £100,000.00	5% value of the claim value	£1,250.00 (plus VAT at 20%)

KEY STAGES FOR UNDISPUTED CLAIMS:

- Taking instructions and reviewing supporting documentation
- Calculating the contractual interest that may be due pursuant to the contract between the client and the debtor. Alternatively, advising you on any statutory interest that will be due
- Drafting and serving a Letter Before Action to the debtor
- Correspondence with the debtor and/or their legal representative
- Collecting payment and updating the client throughout the matter
- Sending the balance payment due to the client

ADDITIONAL KEY STAGES FOR DISPUTED CLAIM

- Advising on next steps if the debt remains unpaid by the debtor
- Drafting and submitting a Claim to the applicable Court
- Applying for and requesting Judgment Order
- If Judgement has been obtained but the debt is still unpaid, various types of enforcement action can be taken
- Reviewing and advising on any Acknowledgement of Service or Defence/Counterclaim received and drafting and submitting a response to a Defence and/or Counterclaim
- Where no Acknowledgement of Service or Defence is received, applying to the Court to enter Judgment in default
- When Judgment in default is received, we will write to the other party to request payment
- If payment is not received within 30 days, providing you with advice on the next steps and likely costs

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TIMESCALES:

This can vary depending on the period of time necessary from taking initial instruction to conclusion of the matter. If the matter is undisputed and a settlement is reached before a claim is issued, then it can usually take 4 – 6 weeks from receipt of instructions from you to receipt of payment from the other party after a letter before action is sent. If the debt remains unpaid and the matter proceeds to trial, the matter can take between 4-12 months. Since each matter is different these are estimated timescales and where possible, more accurate timescales can be discussed during the course of the matter.

Please note if you wish to proceed with the claim:

1. Not all of our legal fees that will be incurred in your matter can be reclaimed from your debtor.
2. Interest and compensation claimable may take the debt into a higher banding, with a higher cost being incurred to you.
3. Drafting of legal work will be conducted by Rasiah & Co only. In certain circumstances, we may advise you that Counsel should be involved. If Counsel is to be appointed to assist with your matter, then additional fees will be charged and agreed with you prior to Counsel being instructed and additional fees are incurred.
4. The work is limited to that referred to above. Any further work which we may be required will be charged at the fee earner's hourly charging rate plus VAT at 20%.

Rasiah & Co Solicitors will reserve the right to revise the fees estimated above upon receipt and consideration of the papers, and to revert to an hourly charging rate upon notification to you of an overall cost estimate, including VAT at 20% and disbursements (payment to third parties).