



Debt recovery fixed fee services at Stephensons

Many businesses face the challenge of unpaid invoices or bad debts from time to time. At Stephensons, our dedicated debt recovery team supports businesses of all sizes with comprehensive credit control and debt recovery solutions. Whether you need tailored credit control services, cost-effective debt recovery letters or fixed-rate debt recovery proceedings, we provide a clear, efficient path to getting your business paid.

making it easier
to access
legal services

Stephensons

Fixed fee services

Unpaid debts hold up your business, affecting cash flow, creating uncertainty and potentially preventing payment of your staff or creditors, harming your reputation. It's crucial for any business to ensure that those you trade with do so on your terms. For debt recovery advice that's tailored to your business, call our team on 0333 999 7155.

The debt recovery team at Stephensons is fast, efficient and get the results you need. We are invoice debt recovery specialists, with a full, dedicated team handling undisputed invoice debt cases on a fixed fee basis to deliver exceptional value for money. We also offer loan recovery services where required.

Our commercial debt recovery team guarantee to send a same-day letter before action if your debt recovery instructions are sent to us before 4pm on a working day. If you require a bulk debt collection service, please contact us to discuss your requirements.

Our debt recovery team is supported by commercial litigation specialists, who handle disputed or complex claims professionally and efficiently and will also advise more thoroughly on business debt recovery, commercial debts, loan recovery services and prospects of recovery.

How can we help you?

Contact us for a free initial telephone consultation and arrange your free debt recovery health check. Stephensons' dedicated debt department advises clients ranging from asset-based finance companies to large corporate, SME's and owner managed businesses to private individuals. Our services include:

- Debt recovery for business
- Debt recovery for private individuals
- Debt recovery for financiers
- International debt recovery

Debt recovery - what does it cost?

The following costs apply where your claim relates to an unpaid invoice or invoices which are not disputed, and enforcement action is not needed. If the other party disputes your claim at any point, we will discuss any further work required and provide you with revised advice about costs which might be on a fixed fee or an hourly rate. The fixed fees set out below do not include giving you any advice about your claim.

Stage 1: Pre action

Letter before action

Is it a company debt or individual/sole trader?

Company - letter before action: £30 plus VAT

Individual/sole trader - letter before action: £70 plus VAT

International - letter before action: £70 plus VAT

Letters before action sent to companies usually require the debtor to pay within 14 days, but letters to individuals provide for a 30 day period in accordance with guidelines laid down by the court and the time limit for payment in international letters before action may vary.

Pre action debt recovery and assistance

We can assist you in corresponding with your debtor to resolve disputes and recover your debt without the need for legal action. We offer fixed fees at each stage of this process, which might involve a second letter demanding payment or lengthy negotiations to reach a Settlement Agreement or repayment plan.

Fixed fees for pre action assistance

- Second letter of demand: £40 plus VAT
- Review and advice on response received from debtor: £100 plus VAT
- Preparing detailed reply to debtor and final demand or offer of settlement: £125 plus VAT
- Negotiating settlement/instalment plans and drafting settlement agreement: £250 plus VAT

Pre action advice on recovery

We offer a fixed fee service to review your invoices and contract and advise you on the most effective method of recovery; the options available to you; pre action protocol requirements and your right to receive interest and compensation under the Late Payment of Commercial Debts (Interest) Act 1998.

Our fixed fee for this service is £225 plus VAT.

Stage 2: Court action

Debt value	Court fee	Stephensons' Fee
Up to £300	£35	£150 plus VAT
£300 - £500	£50	£160 plus VAT
£500 - £1,000	£70	£175 plus VAT
£1,000 - £1,500	£80	£250 plus VAT
£1,500 - £3,000	£115	£250 plus VAT
£3,000 - £5,000	£205	£250 plus VAT
£5,000 - £10,000	£455	£500 plus VAT
£10,000 - £200,000	5% of claim	£800 plus VAT
Over £220,000	£10,000	Bespoke fees apply

Fixed fee service guide

Please note the fixed fee includes the costs to issue the claim and request default judgment, if available. Once the court has served the claim a debtor has 14 days in which to acknowledge service of the claim and then a further 14 days to file a defence. After the 14-day period has expired a request can be made to the court for judgment to be entered. Our fee to draft and submit your request for default judgment is included within our fixed fee for issue.

Timescale: It usually takes the court about 10 working days to enter judgment following receipt of a request to enter judgment.

Stage 3: Enforcement

Once Judgment has been obtained, enforcement action may be needed to recover the sums awarded by the court. We will write to the debtor demanding payment of the Judgment Debt and where appropriate inform the debtor of the enforcement action to be taken if payment is not made. Our fees for these letters are:

Letter demanding payment of Judgment: £45 plus VAT

Letter to Company Debtor warning of intention to present Winding Up Petition: £90 plus VAT

If you require a detailed advice on the enforcement options available to you we will provide that advice for a fixed fee of £125 plus VAT.

To see the full enforcement proceedings pricing break down please [visit our website](#).

Why choose our commercial debt recovery solicitors?

At Stephenson's, we have a talented team of commercial debt recovery lawyers on hand to help you with whatever help and advice you need. With experience of successfully helping clients to recover unpaid debts on a large scale and overdue loans we are qualified to guide you through the legal process and can give you any support you require.

We have built trust and respect in our field, providing a first-rate debt recovery service that many businesses rely on. So, why not see how we can help you and contact us today.

Client testimonials

"I'd like to express my admiration of your helpful and professional communication and cooperation. You did a very good job walking me through all possible variants, preparing the letter and answering my questions... I will definitely recommend Stephenson's as a trustful solicitor to deal with such matters." - **View from a satisfied client**

"Our client finally paid. Thank you to all those at Stephenson's who helped us with this matter. We would have no hesitation in using your very efficient and professional service in the future, should we need it." - **View from a satisfied client**

"Following the recommendation of Stephenson's to BD Recruitment Ltd, we instructed Alistair Gregory to act on our behalf in taking legal proceedings against debtors. The matter was resolved before reaching court, but I found the actions of Stephenson's to be swift and efficient, and would be confident of using them again for other legal issues." - **Chris Crawford - Managing Director, BD Recruitment Ltd (Technical & Creative Recruitment Consultancy) bdrecruitment.com**

Contact us

Contact our specialist solicitors today on **0333 999 7155** or by emailing CommercialEnquiries@stephensons.co.uk

Making it easier to access legal services

As a leading full-service law firm, we pride ourselves on providing our clients with a broad range of first-class legal services. For over 40 years, Stephenson's has built a wealth of experience dealing with complex legal matters, helping our clients feel unburdened and empowered.

If you would like further information on our debt recovery and commercial services please contact us on 0333 344 4885 or email enquiries@stephensons.co.uk.
www.stephensons.co.uk