

**Johnson May Solicitors.  
UK Business Debt Recovery.  
Pricing Guide.**

**About us.**

We are specialists in our field with a focus on debt recovery, helping landlords & tenants and dispute resolution.

As a boutique law firm, we retain greater autonomy and flexibility in the way that we work.

We tailor our service to your needs removing the anxiety that can often arise when for example an invoice has not been paid, a leasee has failed to pay their service charges or there is a dispute with a supplier.

We help you feel safe, supported and reassured that your legal interests will be properly protected.

**UK Business Debt Recovery**

Our focus is to get you paid.

We offer fixed fee debt recovery on a pay-as-you-go basis for UK undisputed business debts starting from 500 up to 100,000. If an undisputed debt is 100,000 or more, we will offer a bespoke pay-as-you-go fixed fee.

Our undisputed debt recovery fixed fee service is paper-only for drafting and sending documents on your behalf to help keep costs down. You may also purchase add-on advice packages. If you need other legal services, please contact us.

Providing our clients with a fixed fee service helps them to protect and increase cash flow rather than hopelessly writing off debt.

Sometimes a letter from a solicitor is sufficient to get a debtor to pay. Other times it is not, and a more robust approach is required. Regardless of the outcome, you'll know that we have done all that can be done.

**Some of our reviews**

*"As a Professor of Business, I am delighted to confirm that Johnson May Solicitors provide the highest quality legal services. Intelligent, efficient and highly effective, this law firm not only offers the breath and depth required but it does so in a highly professional and personable manner. Strategic, tactical and timely, Maxine Johnson and the team are simply the best. As such, my wife and I cannot recommend or praise them too highly. They are excellent."*

*"Highly recommended. I'm very grateful for Johnson May Solicitors highly professional and competent services, provided in both a friendly and accessible manner. You were thorough, fair and transparent in fighting my case, saving me ££££'s."*

*"Very helpful, knowledgeable, helped resolve our case despite the ongoing issues that were presented from other side"*

**Contact us**

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## UK debt recovery fixed fee pricing.

### Summary

We understand that customers may fail to pay invoices for various reasons. Sometimes, opening up the lines of communication can help to speed up the process of getting invoices paid. We have, therefore, prepared a suite of services within our Bronze package that our clients can opt to try before seeking assistance from the court.

Our Bronze package fixed fees remain the same for all unpaid invoices regardless of the value of each.

If assistance from the court is required, we offer a Silver package of fixed fees.

To keep costs low, our fixed fee service is a paper service.

However, if you would prefer a bespoke service tailored to your case and your specific needs, you may prefer our Gold package.

More information about our packages is provided below.

<b>Bronze Package</b>	
<b>Stage 1 – Initial Contact</b>	
1. We will provide you with a client debt recovery pack to complete and send back to us along with a copy of the documents requested.  2. We will review your completed client debt recovery pack, e.g., your contract, and your outstanding invoice. Please note that if you have more than 1 invoice, there will be an additional charge of 2.97 per invoice.  The fee will include the following steps:-  3. A draft letter of demand for your kind approval.  4. A call to the debtor to confirm safe receipt of the demand and to chase payment.  5. An update to you after the demand has been sent.  6. An update to you on the outcome after the demand period has passed.	165
<b>Stage 2 – Follow-up</b>	
After the demand has been sent, we can follow up for you by taking the following steps:-  7. We can draft a chaser letter to the debtor.  8. We can call the debtor to chase payment for you.  9. We can provide you with an update.	59

<b>Stage 3 – Settlement/Offers</b>	
<p>10. Would you be prepared to accept a sum if it results in swift payment? We can explore this with you and then,</p> <p>11. draft an offer to settle.</p> <p>12. Thereafter one our debt agents can speak to the debtor on your behalf after to try and agree matters.</p> <p>*the price includes 1 call to the debtor and an update to you. If you would like us to continue to negotiate on your behalf, we can offer the follow bolt on packages</p>	199*
Orange – up to 1 hour	312
Yellow – up to 2 hours	499
Green – up to 3 hours	899
Settlement agreement	From 675
Mediation	Contact us

### Silver Package

### Court Assistance

<b>Stage 1 (a) – Letter of claim.</b>	
<p>We can begin the formal court process which is to send a Pre-action protocol letter of claim.</p> <p>There are two different types of letters of claim. One for business-to-business debts and another for individual debts, including debts owed by sole traders.</p>	
Pre-action protocol Business to Business Letter of claim (excluding sole-traders).	286*
<p>If the debtor is, for example, a limited company, a formal letter of claim (also known as a letter before action) will be prepared and sent to the debtor.</p> <p>In the letter of claim we will request compensation and interest on your behalf if possible.</p>	
Pre-action protocol Business to Individuals Letter of claim (including sole traders).	375*
<p>This process applies for any business (including sole traders and public bodies) claiming payment of a debt from individuals (including sole traders).</p>	
<b>Stage 1b - Debtor wishes to negotiate payment terms.</b>	
If the debtor wishes to negotiate payment terms, we can direct them to you for no additional fee.	0
We can assist you in negotiating terms, but first, we will need to evaluate your case.	

For cases with a value up to 10,000. To include:- Document review (up to 30 minutes) and a telephone conference (up to 30 minutes). We'll endeavour to cap our time to provide initial advice in relation to the prospect of success, potential risks, and evidence. NB: If we require more than 30 minutes to undertake our initial review, we will provide you with a bespoke quote before moving forward. For cases above 10,000	350*  Contact us.
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\*This assumes a straightforward undisputed invoice. If the claim relates to more than one invoice or it is more complex a bespoke fee may be offered.

After completing a case evaluation, to negotiate payment terms for you by telephone, letter or at meetings we offer the following negotiation packages: -

Orange – up to 1 hour	312
Yellow – up to 2 hours	499
Green – up to 3 hours	899
Settlement agreement	From 675
Mediation	Contact us

## Stage 2 – Issuing a claim.

For stage 2, we draft your debt claim and send the same to the court for it to be issued.

A good proportion of debtors who receive an issued court claim pay the debt swiftly to avoid the adverse credit rating from a County Court Judgment, also known as a CCJ.

To keep your costs low, we issue the claim using the court's online portal so that our clients can benefit from the reduced court fee.

Claims issued using the court's online portal are usually issued within as little as 48 hours. Once issued, the court will seal the claim and send it to the debtor. The court charges its own fee to issue claims.

The usual rule of the court is that the loser pays the winner's legal fees.

However, the court has put in place a cap on the legal fees that it will order the debtor to pay. Where a debt is not disputed only those capped fees can be recovered from the debtor.

Below we provide details of our pricing, the court's pricing and the capped fees that can typically be claimed back from a debtor.

Amount claimed	Court's fee	Our fee	Total fee (Court fee plus our fee)	Amount of costs that can be claimed back from the debtor
500	50	143	193	100
501 - 1,000	70	250	320	140
1,001 - 1,500	80	295	375	160

1,501 - 3,000	115	425	540	195
3,001 - 5,000	205	595	800	285
5,001 - 10,000	455	795	1,250	555
10,001 - 25,000	5%	975	5% of the value of the claim + 375	Contact us
25,001 - 50,000	5%	5%	5% of the value of the claim + 375	Contact us
50,001 - 75,000	5%	5%	5% of the value of the claim + 495	Contact us
75,001 - 100,000	5%	5%	5% of the value of the claim + 495	Contact us

### Stage 3 – Requesting a CCJ.

For stage 3, we request a CCJ.

CCJs are detrimental because if they are not paid swiftly, they will affect the credit rating of a business making it difficult for it to trade or for a person making it difficult for them to get credit.

Amount claimed	Our fee	Amount of costs that can be claimed back from the debtor.
501 - 5,000	85	22-55
5,001 - 100,000	150	30-70

### Stage 4 – Enforcement.

For stage 4, if the debtor does not pay the CCJ, we can assist you to enforce it.

The following options may be suitable.

A court enforcement officer can be instructed to obtain payment for you by seizing goods that belong to the debtor.

	Our fee	Costs to be claimed back from the debtor
Bailiff.	150*	22-55
High Court Enforcement Officer.	295*	30-70

### Other enforcement methods

	Our fee	Costs to be claimed back from the debtor
Third Party Debt Order – Eg - For money held by the bank	395**	Contact us
Attachment of earnings* - Eg - For deductions direct from the debtor's salary.	395*	Contact us
Charging Order - Eg – To secure the debt against property the debtor owns.	495**	Contact us

\*Our fees may vary depending upon the amount of work required.  
\*\*without representation and expenses. Contact us for further information.

### Gold Package

#### Bespoke debt recovery

##### Tailored to you and your case

We will provide a service tailored to you and your case.

We will be available to speak with you at your convenience.

We work on an hourly rate basis. Our fees start from 143 plus VAT.

We will still provide you with regular updates as to costs as your case proceeds to keep you informed.

#### Other costs and general expenses.

As explained above, our fixed fee pricing assumes a straightforward, undisputed invoice. If the claim relates to more than one invoice or it is more complex, a bespoke fee may be offered. For example, a price of around 2.97 - 9.97 per invoice may be added to each Silver package stage.

The expenses below typically apply.

#### Copy costs.

Black & white	15 per page
Colour	25 per page

#### Royal Mail Postage.

1st class	from 1.25
1st class signed for	from 2.75
Parcels	from 3.69

If the debt is disputed our fixed fee packages will no longer apply and we will discuss your options with you before continuing with your case.

#### Case evaluation

If you have already tried to get the debt paid yourself, you may be unsure whether your tenant will dispute the case. In such circumstances, you may want to take legal advice before starting the recovery process. To assist you, we can undertake a case evaluation where we review your documents and provide advice on the prospect of success, potential risks, and evidence.

For a case evaluation, we offer the following fixed fees: -

Amount claimed	Our fee
Up to 10,000	270 - 575*
10,001 to 25,000	750*
25,001 to 50,000	1597*
50,001 to 75,000	2,597*
75,001 to 100,000	4,750*
100,001 or more	From 5,500*

\*The fee to be confirmed.

### General legal assistance

As your case progresses, we will provide standard automated updates to enable us to keep your costs within our quoted fixed fees. For example, we will update you once an action has been taken and when and what the next stage of the debt recovery process is.

However, if you would like us to provide you with a more bespoke service over and above our standard updates, for example, advice by telephone, email, Whatsapp messages, text messages, and/or in-person or virtual meetings, you may purchase one of our fixed fee general assistance packages.

We offer the following general assistance packages: -

Package	Our fee
Orange – up to 1 hour	312
Yellow – up to 2 hours	499
Green – up to 3 hours	899

We will time record and keep you updated as to time spent and whether a top-up package may be required. If there is a balance at the conclusion of your case, that sum will be returned to you.

If you do not purchase a general assistance package, you will receive only our standard automated updates, as explained above.

Our debt recovery service is offered in this way to help you to monitor costs.

However, if you would prefer a more personalised bespoke service, please let us know as soon as possible.

### How we will communicate with you.

Our preferred method of communication is email but if you would like us to also write to you by post, please let us know.

### Disputed debts.

If a debt is disputed, the pricing within this guide will no longer apply.

However, we may be able to offer a bespoke fixed fee service tailored to your case or our hourly rates of between 143 and 312 plus VAT.

A specialist consultant solicitor may be appointed to assist when a case is disputed.

Our consultant solicitor's fees may vary, and full details will be provided in our Client Care Pack.

We can assist you to negotiate settlement with the debtor and you can purchase one of our negotiation packages.

We can assist you to resolve the case at mediation. Please contact us to discuss our fee.

#### Other important information.

Our service will be a paper service to draft documents and to send them out for you only unless you instruct otherwise.

We offer the above assistance packages that you can purchase to compliment our drafting service or you can opt for a bespoke personalised service.

Not receiving legal advice may be risky if for example you believe that your customer may dispute the case, you are unsure whether you have sufficient evidence to pursue payment of the debt owed or if the debtor has a claim against you called a counterclaim.

We offer this paper only pay-as-you-go service to help our clients keep the cost of debt recovery as low as possible.

Our fees, as detailed herein, are subject to fair usage, and we reserve our right to adjust them if your usage is considered excessive and/or unreasonable.

All fees in this guide are plus the standard rate of VAT, which you can view [here](#).

For international debt recovery, we charge an increased fee to accommodate service outside of the jurisdiction. For example, permission from the court may be required. Fees will be quoted on a case-by-case basis.

Typically, only the court's standard fixed costs from stage 2 onwards of our process can be recovered (claimed back) from the debtor. You can review the court's standard fixed costs [here](#).

#### Some of our reviews

*"Efficient, competent and understanding".*

*"Maxine provided me with legal advice. Since the moment of our first call, not even once was I in doubt about the decision to work with her. Maxine's quality of work, discipline, professionalism, sense of responsibility and integrity are all on a very high level. I would feel privileged to work with Maxine again and recommend her to anyone in need of professional legal advice from a person one could rely on at all times when it comes to performance as well as attitude."*

*"Highly organised, hard working, intellectually curious and is an expert at asking the right questions and fully interpreting the answers."*

#### Contact us

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#### Legal stuff

Johnson May Solicitors is the trading name of Johnson May Limited. Johnson May Limited is authorised and regulated by the Solicitors Regulation Authority (SRA: 8001033). The figures herein relate to undisputed debt recovery. Disputed cases will fall outside of this scheme. All fees herein are subject to fair usage and is for a paper service only. Bespoke legal advice will attract a separate fee on a case-by-case basis. We reserve our position to update our pricing from time to time.

**We look forward to helping you get paid!**