

Our Charges for Debt Collection in England and Wales (11 June 2024)

We aim to provide ensure that are our costs are predictable and capped to the fullest extent possible.

Business to Consumer/Sole Trader Debt Recovery under the Pre-Action Debt Recovery Protocol

- Initial of letter of claim: £20.00 (+VAT)
- Additional Costs in our dealing with:
 - Initial request for information/further documentation and supplying and providing the same to the debtor: £20.00 (plus VAT)
 - A request for stay to allow debtor to take independent legal advice: £20.00 (plus VAT)
 - Letter before Action (LBA) following Letter before Claim £20.00 (+VAT)
 - Additional work in obtaining payment from the debtor including negotiations or dealing with any subsequent requests for documentation/information will be charged at £10.00 (+ VAT) per letter/telephone up to a maximum of 10 letters/telephone calls, when a full costs estimate will be provided.
 - Collecting Instalments following instalment agreement being entered into is charged on a time spent basis, £16.50 + VAT per letter to cover receipt of payments, pursuit of debtor, if and when default occurs and accounting to you.

Business to Business Debt Recovery

- Business to Business (Late Payment of Commercial Debts (Interest) Act 1998) letter before action including interest and compensation calculations: £20.00 (+VAT)
- Additional work in obtaining payment from the debtor including negotiations is charged at £10.00 (+ VAT) per letter/telephone up to a maximum of 10 letters/telephone calls, when a full costs estimate will be given.
- Collecting Instalments following instalment agreement being entered into is charged on a time spent basis, £16.50 + VAT per letter to cover receipt of payments, pursuit of debtor, if and when default occurs and accounting to you.



Costs applicable to both Debt Recovery Protocol and Business to Business Debts

Issuing Court Proceedings

Fixed fee includes: preparation of Claim Form and Particulars of Claim and issue of proceedings at the County Court Business Centre (CCBC).

Debt amount £	Burnetts professional charges (+VAT) (Amount recoverable from debtor is shown in brackets) £	CCBC (County Court Business Centre) Court Fees (Recoverable in full from debtor) £
25 – 299	85.00 (50.00)	35.00
300– 499	95.00 (50.00)	50.00
500 – 999	135.00 (70.00)	70.00
1,000 – 1,499	150.00 (80.00)	80.00
1,500 – 2,999	160.00 (80.00)	115.00
3,000 – 4,999	200.00 (80.00)	205.00
5,000 – 9,999	300.00 (100.00)	455.00
9,999 – 100,000	400.00 (100.00)	5% of the Claim Value

Obtaining Judgment

Debt amount £	Burnetts' professional charges for obtaining judgment (+ VAT) (Fixed solicitors' costs recoverable from debtor in range £22 -£70)
25-125	37.00
125-600	42.00
600-5000	47.00
5000.00 +	60.00

Fixed Fee Enforcement

Enforcement by County Court Bailiff (Under £600.00) or High Court Enforcement Officer (Over £600.00)

Debt Amount £	Burnetts' professional charges for dealing with enforcement by County Court Bailiff (CCB) /High Enforcement Officer (HCE) (+VAT)	Professional fees which are recoverable in from the debtor	Court Fees payable (+VAT). Recoverable in full from the debtor
25 – 600 (CCB)	50.00	2.25	83.00
600 + (HCE)	125.00	51.75	78.00 *

* A Creditors Guaranteed Fee may be payable in the event no money or goods are recovered by the High Court Enforcement officer of £75.00 plus VAT.

Also at: 3a Lakeland Business Park, Lamplugh Road, Cockermouth. CA13 0QT t: 01900 510366 f: 01900 823701 | DX324701 COCKERMOUTH 2
7th Floor, Citygate, Gallowgate, Newcastle upon Tyne. NE1 4JE t: 0191 300 1833 f: 0191 285 2058 | DX61027 NEWCASTLE UPON TYNE
2.3B. The Beacon. Beaufront Park. Anick Road. Hexham. t: 01228 552222 f: 01228 522399 | DX63005 CARLISLE

Burnetts Solicitors LLP is a limited liability partnership registered in England & Wales, number OC429221. The registered office is Victoria House, Wavell Drive, Carlisle, CA1 2ST where a list of members is kept. Burnetts is a trading style of Burnetts Solicitors LLP. Unless otherwise indicated, either expressly or by the context, we use the word "partner" to describe a member of Burnetts Solicitors LLP or an employee of Burnetts Solicitors LLP in their capacity as such.

Burnetts Solicitors LLP is authorised and regulated by the Solicitors Regulation Authority no. 838512

Please note: we do not accept service of court documents by email



Charging Orders

Our professional charge (amount recoverable from debtor in brackets)	Court fees (recoverable in full from the debtor)	Land Registry fee (recoverable in full from the debtor)	Obtaining official copy of title documents (recoverable from the debtor in full)
£200.00 + VAT (£110.00)	£131.00	£40.00	£3.00 - £6.00

Please note that if a court attendance is required, then an additional fee of up to £110.00 plus VAT may be payable.

Attachment of Earnings

Professional fees for making the Application including corresponding with the debtors employers	Court fees (recoverable from debtor in full)
£130.00 + VAT	£131.00

Statutory Demands

Price on application

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Debtor Tracing/Employment Status Reports

Debtor Tracing

We are able to offer a complete tracing service to search for a debtor's current address and/or employment details

Standard Service

Trace only (debtor):	£40.00	+ VAT	- if trace successful
	£10.00	+ VAT	- if trace unsuccessful
Trace search (employment):	£40.00	+ VAT	- if trace successful in producing employment details or showing that debtor is in receipt of benefits
	£10.00	+ VAT	- if search unsuccessful
Trace and status search:	£60.00	+ VAT	- only if successful on both counts (if only successful on one count, charges above will apply as appropriate)
	£10.00	+ VAT	- if unsuccessful on both counts

Express Service (48 hours maximum)

Trace only (debtor):	£85.00	+ VAT	- if trace successful
	£10.00	+ VAT	- if trace unsuccessful
Trace search (employment):	£85.00	+ VAT	- if trace successful in producing employment details or showing that debtor is in receipt of benefits
	£10.00	+ VAT	- if search unsuccessful
Trace and status search:	£135.00	+ VAT	- only if successful on both counts (if only successful on one count, charges above will apply as appropriate)
	£10.00	+ VAT	- if unsuccessful on both counts

Status only searches - important information

Please note that our tracing agents to comply with the data protection requirements require a valid residential address for the subject of enquiry in order to carry out a Status Only enquiry and they will verify/confirm that the subject still resides at the supplied address at no extra charge. Should the subject be found to have left (or not be resident) at the supplied address, our tracing agents will automatically carry out a Trace and if successful this will mean that a total invoice of £60.00 + VAT for the standard service, £135.00 + VAT for the Express 48 Hour service will be charged.

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