

Street Name, 1
TSSSS City Name
Tel: 0555 555555
E-Mail: emailname@gmail.com

Invoice

Invoice-Nr.	281162481
Date	24.04.2020
Client name-Inv.	Your Name

Dear Ms Current Name,
I authorize myself to make following Invoice.

Num.	Qty	Units	Article Nr.	Goods, Service	Unit Price	Price
1	1	pcs		Food photography for summer menu. Menu design and printing on glossy cardboard DIN A5 double sided 50 pieces	273,11 €	273,11 €
1	33	pcs.		Single product photo on white background	2,52 €	83,16 €
1	1	pcs.		Photo Licenses for Certificates	16,80 €	20,00 €
Total						273,11 €
VAT 19%						51,89 €
Total Amount Payable						365,00 €

DEBT RECOVERY

OUR PRICES AND COSTS EXPLAINED

WHN

SOLICITORS

WOODCOCKS
HAWORTH
& NUTTALL



Our team has over 25 years of experience in delivering high-quality work in all matters relating to commercial debt recovery.

We have 8 members of the team who may work on your matter. Regardless of who works on your matter, they will be supervised by Sara Beaumont, Head of Commercial Debt Recovery.

Our fees for collecting debts/unpaid invoices with a value of up to £100,000, where the claim is subject to the laws of England and Wales and within the English Courts' jurisdiction, are based mainly on fixed fees. These fees apply where your claim is 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 fees if necessary, which could be on a fixed fee (e.g. if a one off letter is required), or an hourly rate if more extensive work is needed.



Sara Beaumont
Head of Commercial
Debt Recovery



WOODCOCKS
HAWORTH
& NUTTALL

PRICING STRUCTURE



Our pricing structure is set out below.

Pre-Action Stage

Value of claim:

Up to £10,000	£125 plus VAT
From £10,001 - £25,000	£170 plus VAT
Over £25,001 - £50,000	£200 plus VAT
£50,001 +	£250 plus VAT

Issue of Court proceedings

Value of claim:

Up to £10,000	£150 plus VAT
From £10,001 - £25,000	£250 plus VAT
Over £25,001 - £50,000	£350 plus VAT
£50,001 +	£500 plus VAT

Requesting Judgment

Value of claim:

Up to £10,000	£50 plus VAT
From £10,001 - £25,000	£75 plus VAT
Over £25,001 - £50,000	£100 plus VAT
£50,001 +	£125 plus VAT



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ADDITIONAL PRICING INFORMATION

In addition to the above costs, on the issue of court proceedings a court fee (disbursement) will be incurred as below:

Court fees on starting proceedings to recover a sum of money where the sum claimed -

a) does not exceed £300	£35
b) exceeds £300.01 but does not exceed £500	£50
c) exceeds £500.01 but does not exceed £1,000	£70
d) exceeds £1,000.01 but does not exceed £1,500	£80
e) exceeds £1,500.01 but does not exceed £3,000	£115
f) exceeds £3,000.01 but does not exceed £5,000	£205
g) exceeds £5,000 but does not exceed £10,000	£455
h) exceeds £10,000.01 but does not exceed £50,000	5% of the value of the claim
i) exceeds £50,000.01 but does not exceed £100,000	5% of the value of the claim

Anyone wishing to proceed with a claim should note that:

- the VAT element of our fee cannot be reclaimed from your debtor
- interest and compensation may take the debt into a higher banding, with a higher cost
- the costs quoted above are not for matters where enforcement action, such as the bailiff, is needed to collect your debt



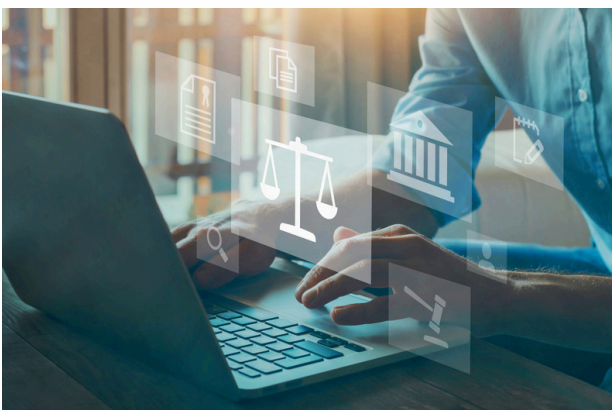
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ADDITIONAL PRICING INFORMATION CONTD.

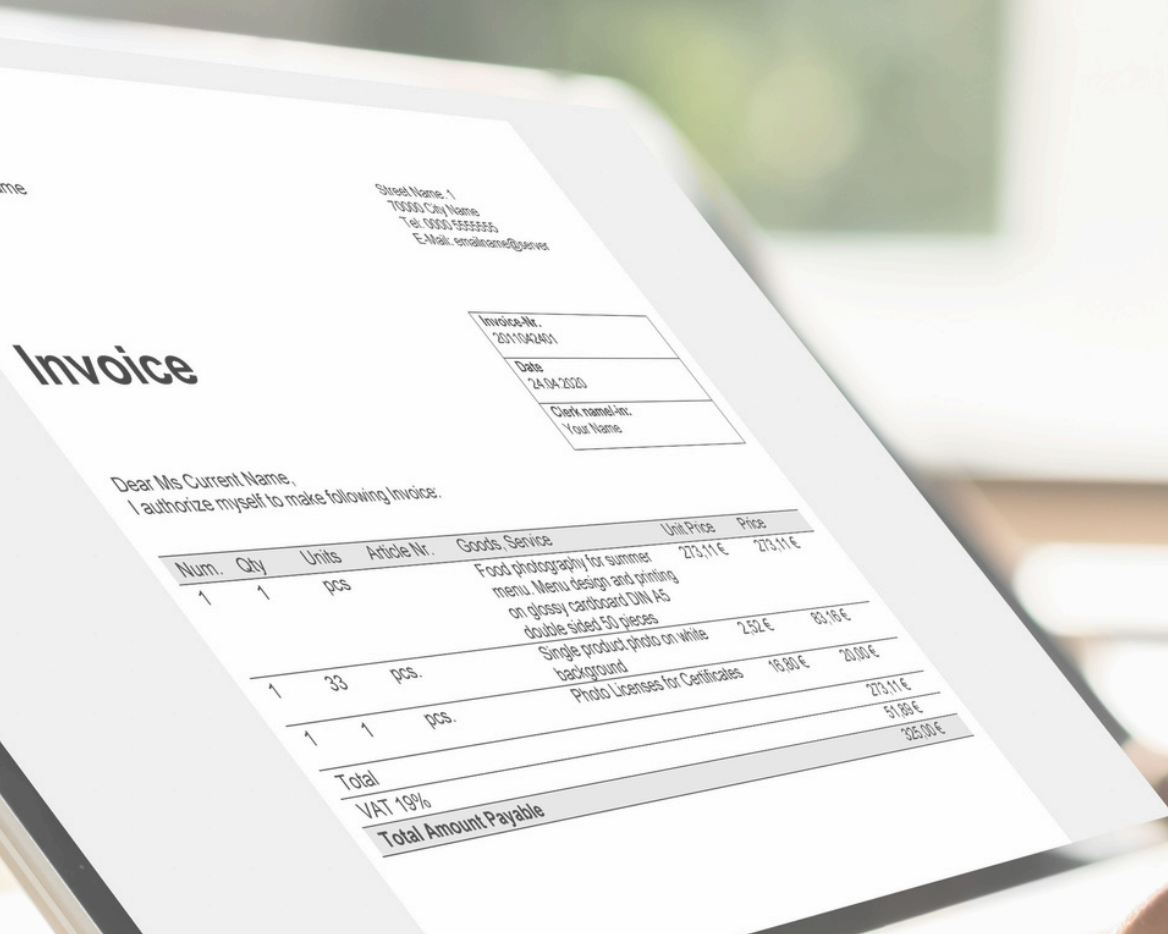
Our fee includes:

- taking your instructions and reviewing documentation
- undertaking appropriate searches
- sending a letter before action
- receiving payment and sending onto you, or if the debt is not paid, drafting and issuing the claim
- where no Acknowledgment of Service or Defence is received, applying to the court to enter Judgment in default
- when Judgment in default is received, writing to the other side to request payment
- if payment is not received within 14 days, providing you with advice on next steps and likely costs

Matters usually take 2 - 12 weeks from receipt of instructions from you to receipt of payment from the other side, depending on whether or not it is necessary to issue a claim. This is on the basis that the other side pays promptly on receipt of Judgment in default. If enforcement action is needed, the matter will take longer to resolve.



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