

Commercial Debt Recovery

Pricing and Service Information

This document sets out the regulatory information required by the SRA Transparency Rules in respect of the commercial debt recovery services offered by STA Legal Limited to business clients. The legal relationship between the firm and the client is governed by the terms of business agreed at the outset of each matter; this notice is provided for information only and does not constitute a fee quotation in any individual case.

1. Scope of services

The firm offers two commercial debt recovery services for business clients:

- **Pre-litigation debt recovery:** undertaken on a contingency-fee basis at between 10% and 25% of sums recovered. The exact percentage is agreed with the client at the outset and reflects the size, age and complexity of the debt or debt portfolio.
- **Post-litigation undisputed invoice** recovery: a banded fixed-fee service for the issue and progression of County Court money claims for undisputed business-to-business invoices up to £100,000 in value, where enforcement action is not required.

The published banded tariff at Section 2 below applies to the post-litigation undisputed invoice recovery service. Pre-litigation contingency arrangements are agreed bespoke. Disputed claims, claims above £100,000, and bespoke commercial agreements with institutional clients are quoted separately and are outside the scope of this published tariff.

2. Banded fixed fees – post-litigation undisputed invoice recovery

Each fee covers work to and including obtaining a judgment in default in an undisputed claim. VAT at 20% is payable in addition. Court fees and other disbursements are payable in addition (see Section 4 below).

Debt value	Fixed fee (excluding VAT)
Up to £5,000	£500
£5,001 - £10,000	£500 - £1,000
£10,001 - £25,000	£1,000 - £2,500
£25,001 - £50,000	£2,500 - £5,000
£50,001 - £100,000	£3,500 - £7,500

3. Disputed-debt fall-back

If at any point the debtor disputes the claim, files a defence, or applies to set aside any judgment in default, the matter ceases to fall within the published fixed-fee tariff and transfers to the firm's Disputes team. From that point the matter is charged on an hourly rate basis at the rates published below. The applicable tariff (National 1 or London 2) depends on the complexity of the matter and the court of allocation; the firm will notify the client at the point of any transfer to hourly billing and provide a revised cost estimate.

Grade	Description	National 1	London 2
A	Solicitors and legal executives with over 8 years' experience	£295	£422
B	Solicitors and legal executives with over 4 years' experience	£247	£327
C	Other solicitors or legal executives and fee earners of equivalent experience	£201	£276
D	Trainee solicitors, paralegals and other fee earners	£142	£157

VAT at 20% is added to all fees where applicable.

4. Court fees and disbursements

Court fees are payable to HM Courts & Tribunals Service on the issue of any claim, on application for default judgment, on contested applications, and on enforcement. Issue fees are charged on a sliding scale based on the value of the claim, ranging from £35 (claims up to £300) to 5% of the value of the claim (for claims above £10,000). The current HMCTS fee scale is published at gov.uk and is updated by HMCTS from time to time.

Other disbursements that may be incurred include counsel's fees (where applicable), process server fees, search fees, courier and copying fees. All disbursements are itemised on each invoice with VAT shown separately. VAT is not chargeable on court fees and is not recoverable from the debtor.

5. Enforcement

Enforcement action (writ of control, third party debt order, charging order, attachment of earnings, oral examination, or any other method of enforcement) is quoted separately on a case-by-case basis. The published banded fixed-fee tariff does not include enforcement work. Where the firm is instructed to enforce a judgment, the firm will provide a written estimate of fees and disbursements at the outset of the enforcement step.

6. VAT

All fees quoted in this notice are exclusive of VAT. VAT at 20% is added to all fees and to applicable disbursements. VAT is not chargeable on court fees, and the VAT element of the firm's fees is not recoverable from the debtor.

7. Key stages

The firm's services typically cover the following key stages of a post-litigation undisputed claim:

- taking instructions and reviewing documentation, including the underlying contract and invoice;
- conducting appropriate searches against the debtor;
- preparing and serving a CPR-compliant Letter Before Action;
- receiving payment from the debtor and accounting to the client; or
- drafting and issuing a claim form on expiry of the LBA period;
- where no acknowledgement of service or defence is filed, applying to the court for judgment in default;
- on entry of judgment, demanding payment from the debtor within 7 days;
- if payment is not received, advising the client on enforcement options and likely costs (charged separately under Section 5).

8. Timescales

Following service of the Letter Before Action, payment is expected from the debtor within 21 days. Where payment is not made within that period, proceedings are issued on expiry. Where the claim is undisputed and judgment in default is appropriate, judgment is typically obtained within 14 days following the expiry of the time for filing a defence. Where payment is not made on entry of judgment, enforcement may take a further 1–6 months to conclude depending on the route selected.

9. Experience and qualifications of fee earners

All commercial debt recovery matters are conducted by qualified solicitors, chartered legal executives or paralegals working under the supervision of a qualified solicitor. Fee earners are graded in accordance with the GHR taxonomy set out at Section 3 above. Profiles of the firm's debt recovery and disputes team and their respective qualifications and post-qualification experience are published on the firm's website.

All commercial debt recovery matters are supervised by a Director or Senior Solicitor of the firm with not fewer than [10] years' post-qualification experience in commercial litigation or debt recovery. The supervising person is responsible for the quality, conduct and regulatory compliance of the matter.

10. Regulatory information

STA Legal Limited.

Authorised and regulated by the Solicitors Regulation Authority. SRA number: 8003444.

Registered office: The Drying Loft, 24–26 Turkey Court, Turkey Mill Business Park, Ashford Road, Maidstone, Kent ME14 5PP.

VAT number: 440 8977 65.

The firm's complaints procedure is published separately on the firm's website and is also provided in writing to clients at the outset of each matter. Clients dissatisfied with the outcome of a complaint may, in appropriate cases, refer the matter to the Legal Ombudsman or to the Solicitors Regulation Authority. Contact details and timescales are set out in the firm's complaints procedure.