



Your Business. Our Expertise.

West Yorkshire's leading Business Debt Collection and Recovery Solicitors

QUEBEC LAW SOLICITORS PRICE LIST - DEBT

Quebec Law Solicitors provides a dedicated fixed fee service across all key stages of the UK debt recovery process such as **Letter Before Action**, **Issuing Court Claims**, obtaining a **County Court Judgment (CCJ)** and **Enforcement of a CCJ**.

This document provides a transparent overview of the fixed cost services that the firm provides, detailing:

- A. The Four Stages of Debt Recovery
- B. Defended Work, Commercial Litigation, & Legal Advice
- C. Additional Services
- D. Further Information

There are no hidden fees/subscriptions when you sign up with Quebec Law Solicitors. We charge based on the services we provide and the instructions you give us. For further information, please do not hesitate to contact us directly.



A: THE FOUR STAGES OF DEBT RECOVERY

Stage 1: Letter Before Action

Letter Before Action (LBA)	
Letter Before Action (LBA) or Late Payment Demand (LPD) - Email only	£80.00

The LBA instructs the recipient to direct any queries to you. If they contact Quebec Law Solicitors or you instruct Quebec Law Solicitors to carry out further correspondence, there will be a £25 plus VAT charge per item of correspondence.

Quebec Law Solicitors will work the debt for a period of at least 30 days unless payment is made for the full balance. Quebec Law Solicitors will at its discretion choose to extend this period if negotiations are on-going.

If you instruct Quebec Law Solicitors to close the case before we advise you to do so, you may be subject to a close out fee. [Please see further information.](#)

Quebec Law Solicitors will charge 10% (plus VAT) of any sums paid towards the debt, subject to a minimum charge of £10 plus VAT.

Stage 2: Issuing a Court Claim

To issue a claim for money, the Court fees are based on the amount claimed, including Interest (See below).

Debt Amount	Court Fee	Quebec Law Solicitors Fee	Total Costs	Total Recoverable From Defendant
£25 - £300	£35	£100	£135	£85
£301 - £500	£50	£100	£150	£100
£501 - £1,000	£70	£145	£215	£140
£1,001 - £1,500	£80	£160	£240	£160
£1,501 - £3,000	£115	£165	£280	£195
£3,001 - £5,000	£205	£165	£370	£285
£5,001 - £10,000	£455	£215	£670	£555
£10,001 - £25,000	5%	£295	*	**
£25,001 - £50,000	5%	£350	*	**
£50,001 - £75,000	5%	£550	*	**
£75,001 - £100,000	5%	£600	*	**

*Court Fee plus Quebec Law Solicitors Fee **Court Fee plus £100

Service Level commitment: All instructions received by 11 AM will be processed on the same working day.

If your debt amount is greater than £100,000, we will contact you to advise on costs and the best way forward.

Stage 3: County Court Judgment (CCJ)

Debt Amount	Quebec Law Solicitors Fee	Total Recoverable from Defendant
£25 - £5,000	£65	£22 - £55
Over £5,000	£80	£30 - £70

If you prefer not to enforce the Judgment immediately and instead you would like us to write to the debtor informing them that Judgment has been entered, a charge of £25 plus VAT will be incurred per item of correspondence.

Stage 4: Enforcement of CCJ

Method of Enforcement	Disbursements	Quebec Law Solicitors Fee
Issuing warrant of execution to Bailiff via CCBC or other Court	£83	£75
Certificate to enforce and instruct High Court Enforcement Officer (HCEO)	£71	£195
Obtaining and Registering a Charging Order	Various	£295
Removing charging order	Various	£195
Third Party Debt Order/Order to Obtain Information to first hearing	Various	£225
Attachment of Earnings Order without representation	£119	£100

We will commence Enforcement Action within 7 working days of receipt of your instructions.

The timetable for Enforcement will vary depending on the Court workload. However, we will keep you updated at least once a month as to the progress.



B: DEFENDED WORK, COMMERCIAL LITIGATION, & LEGAL ADVICE

Defences: Small Claims

Service	Quebec Law Solicitors Fee
Receiving and dealing with an Acknowledgement of Service	£50
Objecting to Instalment Proposal	£65
Filing Directions Questionnaire <i>(negotiations/arranging mediation included)</i>	£175
Receiving Defence/Part Admission/Admission/States Paid	£250
Reply to Defence	£450

Handling a standard defended small claims case where there is not a counterclaim

Amount	Quebec Law Solicitors Fee
Up to £5,000	£475
£5,001 - £7,500	£975
£7,501 - £10,000	£1,250
Adjourned Hearings	£100

If the case goes to a hearing, a Court Hearing Fee of between £27 - £346 will be payable based on value of your claim.

Court/Agent fee disbursements applicable and will be quoted at time.

If you receive a defence to your claim and your claim is under £10,000 it is likely to be allocated to the Small Claims Track.

We will file a Directions Questionnaire. Included in that fee will be correspondence to negotiate a settlement and/or arranging telephone mediation.

The timetable for getting to trial will vary depending on the Court workload. However, on average it will usually take up to 6 months to get to a hearing. We will prepare the witness statements and documents required for the hearing in accordance with the fixed fees set out above. This fee also includes preparing for a hearing and instructing an Agent or Counsel to attend as representation.

Commercial Litigation - All Other Disputed Debts

Over the years, more and more clients have told us that what they really want when it comes to litigation services is clear and transparent pricing. So, we've developed a range of advisory and dispute resolution services, often with fixed fees so clients have the assurance of knowing right from the outset exactly what the cost is going to be.

Rate Per Hour	Band	Claims £0 - £25,000	Claims Over £25,000
Senior Solicitor	A	£250	£275
Solicitor/Legal Executive	B	£230	£250
Junior Solicitor/Legal Executive	C	£200	£220
Trainee Solicitor/Paralegal	D	£130	£150
Secretary	-	£80	£90

Band A: Solicitor with 8yrs+ post-qualification and litigation experience.

Band B: Solicitors/Legal Executives with 4yrs+ post-qualification and litigation experience.

Band C: Other Solicitors/Legal Executives and fee earners of equivalent experience.

Band D: Trainee Solicitors, Paralegals, and other fee earners.

'Legal Executive' means a Fellow of the Chartered Institute of Legal Executives.

Legal Advice

Legal opinion on merits of one case (Case by Case)	
Amount	Our Fee
Up to £10,000	Fixed £800.00
£10,001 upwards	Fixed £1,500.00

Unlimited Legal Advice 12 Months (Multiple Cases)	
SMEs	£2,500

Advice will be given within 5 working days of the later of:

- a) the file being passed to Commercial Litigation;
- b) you confirming the fixed price is acceptable;
- c) you supplying information/documents requested or promised; or
- d) payment on account being made.

We will normally reply to letters, faxes, emails and web messages within two days of your communication.

When the person you require is unavailable to take your telephone call, we will ring you back within 24 working hours.



C: ADDITIONAL SERVICES

Additional Services

Service	Court/Agents	Quebec Law Solicitors Fee
Correspondence (see Further Information)		From £25*
Letter chasing Costs and Interest		£25
Telephone attendances		£25

Service (Continued)	Court/Agents	Quebec Law Solicitors Fee
Debtor Payment Processing (First payment)		£20
Debtor Payment Processing (Second or subsequent payment)		£10
Dishonoured Debtor Cheque (incl. letter to debtor)		£25

Manual entry of particulars of debt with over 15 transactions		£30
Extending writs or warrant of execution	£100	£60
Re-issuing warrant of execution	£0 - £33	£45
Each additional defendant above two		£15
Foreign currency claim UK jurisdiction		£50
Taking over of an existing case		£50
Registered office search (where no companies house number is given to Quebec Law Solicitors)		£8
Tracing debtor		£45
Search current Winding Up Petition		£20
Notification to Court of case closure prior to judgment		£15
Consent order (standard, e.g. instalment terms)	£108	£100
Notice of discontinuance/withdrawal		£40
Filing Certificate of Service		£35
Obtaining HM Land Registry Office Copy Entries	£3*	£15
Making an Application to Court	£108 - £275	£175

*Per item

D: FURTHER INFORMATION

Letter Before Action (LBA)

When you instruct us to send a Letter Before Action, you are able to choose whether the recipient has either 7 days, 3 days or by return to make payment of your debt.

If the deadline for payment passes, we will inform you that you can issue Court Proceedings. If you inform us of payment in full, we will close your case. If we do not receive further instructions from you after 6 weeks, your case will be automatically closed. However, should you wish to take further action please contact us as the file can be re- opened quite easily.

Issuing a Court Claim

Our best practice is to serve all UK limited companies at their current Registered Office address, not their trading address.

The Court will usually serve the claim within 10 days of issue and the debtor will have 14 days (from the date of service) to deal with the claim (e.g. pay, defend or admit).

If the debtor files an Acknowledgement of Service, the debtor will have a further 14 days (i.e. a total of 28 days from the date of service) to file a defence. We will inform you of any response to the claim within 2 working days.

Should the debtor simply ignore the claim a County Court Judgment (CCJ) can be obtained at the end of the aforementioned period and we will inform you that you can request a CCJ.

In the unlikely event that we are required to amend a claim (without an application) and the serve that amended claim on the defendant, a charge of at least £50 plus VAT will be incurred. If an application is required to amend the claim, the usual application fees set out in the section 'Additional Services' will apply

Court County Judgment (CCJ)

When you request Judgment, you will also have the option to instruct us to Enforce the Judgment at the same time.

If a Judgment is requested, Judgment will usually be entered within 7 days.

Once Judgment has been entered, we will proceed with Enforcement in accordance with your instructions. If you have not provided instructions, we will email you to ask whether you would like to Enforce the Judgment and will action your instructions within 7 working days of receipt.

Insolvency

If you proceed with a Full Winding Up petition, this will involve preparing the winding up petition and immediately filing it with the Court. We will carry out your instructions within 2 working days. We will also deal with advertisement of the petition, preparing for the hearing and instructing an agent to attend the hearing.

Correspondence Charges

A correspondence charge is incurred where either:

We receive correspondence in writing by telephone or in writing from the debtor or third party. We will deal with that correspondence and send a copy to you with recommendations as to the next steps.

You contact us to discuss a matter at the Pre-Action stage and we take your instructions and/or provide guidance

You instruct us to correspond by telephone or in writing with a debtor or third party and we carry out your instructions.

Fee Earners

Information on fee earners that will work on your case will be provided to you in a welcome email to you and you will be updated on any changes to fee earners throughout the course of your relationship with us.

VAT and T&Cs

Our Charges exclude VAT and disbursements such as Counsel's fees, High Court Enforcement Officer's abortive charges, Agent's fees, etc. These vary in each case. Where the Lord Chancellor's Department varies a Court Fee we will charge you the actual amount paid out on your behalf to the court.

Occasionally we are instructed to start proceedings and are then asked to try and stop them, because e.g., the debtor has paid the debt. In such a case, if we are able to recover it from the court, we will credit you with the court fee but will charge the fixed costs - there is sometimes more work in stopping than running an action.

Quebec Law Solicitors reserves the right to change our price list at any time and a full list of our Terms & Conditions can be obtained by contacting us.

Data Protection & Privacy Policy

We use the information you provide primarily for the provision of legal services to you and for related purposes. Our use of that information is subject to your instructions, the Data Protection Act 2018, General Data Protection Regulation 2018 and our duty of confidentiality.

Please note that our work for you may require us to give information to third parties such as auditors, expert witnesses and other professional advisers.

We may from time to time send you information that we think might be of interest to you. If you do not wish to receive that information please unsubscribe or notify our office in writing.

For further information please read our Privacy Policy: <http://www.quebeclaw.co.uk/privacy-policy.html>

Legal

Quebec Law Solicitors is a trading name of Quebec Law Solicitors Ltd a limited company registered in England & Wales under Number 11716158.

Registered office: 291 Roundhay Road, Leeds, LS8 4HS. Quebec Law Solicitors Ltd is authorised and regulated by the Solicitors Regulation Authority, No. 655551.

A List of members and non-members who are designated 'Partner' are available at the registered office. VAT Number 318025429.

Quebec Law Solicitors Ltd is a body authorised and regulated by the Solicitors Regulation Authority. The Solicitors code of conduct can be accessed at www.sra.org.uk/handbook.