

Instructions to Recover Debt

To: Integrum Law

Fax to: 0151 649 1620

Email to: recovery@integrumlaw.co.uk

From - Business Name: _____ Existing Client? Ignore rest of this section

PLC Limited Company LLP Partnership Sole Trader

Trading Name (if different): _____

Trading Address: _____

Registered/Head Office (if different): _____

Contact Name(s): _____

Telephone: _____ Fax: _____

Mobile: _____ E-mail: _____

Prefer contact by Fax E-mail Letter Telephone Text

Debtor Name: _____

Address(s): _____

Contact: _____

Any other information: _____

Debt:- Amount: _____ Date Due: _____

Reference/Invoice number(s): _____

Goods/Services supplied: _____

If possible please provide us with copy invoices and any previous correspondence

Please attempt recovery of the above debt. We accept your standard terms (overleaf)

Please issue Court proceedings in our name if necessary. OR

Please come back to us before issuing Court proceedings.

Signed..... Authorised signatory

Debt Recovery - Standard Terms

Letter Before Action:

If you have unpaid invoices or charges sometimes only a solicitors letter will get results.

Regardless of the size of the debt we will send a letter before action and deal with any response for just £20 . Just give us the details, by telephone, fax or e-mail and the letter will be sent straight away. If the debt is not paid in full we will report back to you and advise of our recommended next step or, if you prefer, we will issue court proceedings immediately.

Issuing Court Proceedings:

Where you decide to issue court proceedings we will issue proceedings for a fixed fee based on the value of your claim. Our fixed fees include payment of any court fees and entry of judgment if no defence is filed.

We will always seek to recover as much in interest as costs as possible, often the amount recovered will exceed the original debt even after payment of all costs and expenses.

Where a defence is filled we will be able to give you expert advice on how to proceed and what costs are likely to be incurred.

If a judgment is granted we will advise you on the options available to enforce that judgment.

Enforcement:

There are several methods of enforcement all of which we will undertake for a guaranteed fixed fee. A detailed explanation of these methods is available in our enforcement guide.

Stage	Amount Owing	Our Fees
Letter Before Action	Any value	£20 + VAT
Issue Court Proceedings	Under £1,000	£99 + VAT
(Including court fees)	£1,000 to £5,000	£199 + VAT
	£5,000 to £50,000	£499 + VAT
	££50,000 to £100,000	£999 + VAT
	£100,000 to £300,000	£1999 + VAT
	Over £300,000	£2999 + VAT
Warrants	Any value	£199 + VAT
Means Questioning	Any value	£299 + VAT
Charging Order	Any value	£299 + VAT
Third Party Debt Order	Any value	£299 + VAT
Attachment of Earnings	Any value	£199 + VAT
Statutory Demand	Any value	£199 + VAT