

Lamb Brooks

Debt Recovery Fees

We pride ourselves on being transparent and open with our fees. For a more accurate fee estimation to include your own personal circumstances please contact our Dispute Resolution Team on 01256 844888.

To give you an indication of costs, please see below:

Area of Work	Scope of Work	Fees
Fixed Fee Meeting	We offer an initial fixed fee appointment. This Fixed Fee meeting is usually held at our office and lasts around 1 hour. We are able to offer telephone or Teams meetings virtual. You will see a qualified solicitor (further details can be found at the end of this document). The meeting will include: • Establishing the details surrounding the debt • The background of the dispute • Going through our process of how we work; and • Giving you an idea of costs and timescales	Fixed-Fee Appointment: starting at £250 VAT: £50 Total: £300

Business Debt Collection

Our fixed fee debt recovery is broken down into phase payments for unpaid invoices that are not disputed. Please note that the VAT element of our fee cannot be reclaimed from your debtor. The charges will only apply should that phase be necessary:

Phase 1

- Review of papers and sending initial letter of claim (not including any arguments about breach of contract)
- Timescale of 1-2 weeks
- **£120 + VAT**

Phase 2

- Engaging in discussions about payment with the debtor. To include settlement discussions, any queries, and payment plans.
- **£200 + VAT**

Phase 3

- Prepare and issue a claim form, not including any arguments about breach of contract
- Where the claim is under £10,000 the costs involved would be **£200 + VAT + Court Fee (£35-£455)**
- Where the claim is for more than £10,000 but less than £50,000, the costs involved would be **£300 + VAT + Court Fee (5% of the value of the Claim)**
- Where the claim is for more than £50,000, the costs involved would be **£500 + VAT + Court Fee (5% of the value of the Claim)**

Phase 4

- Requesting Judgment in default and notifying debtor where no defence is filed **£100 + VAT**

Thereafter we can advise on the enforcement options available, and their individual costs associated.

If the case is defended after proceedings are issued the costs will increase and will be charged on a time spent basis. An estimate will be provided at this time.

If there is no dispute and you would prefer to issue a statutory demand the cost of reviewing the papers, preparing and serving the demand will be £350 + VAT and disbursements (e.g. postage, Land Registry papers or couriers).

We can also instruct Tracing Agents, should you require the address of the debtor at a cost of £100 + VAT + Trace Fee.

Our Team & Hourly Rates

The individuals who would work with you are detailed below along with their hourly rate. Please click on the individual names to learn more about their experience and qualifications.

- **Jill Lipscombe**, Partner & Head of Dispute Resolution, £325 + VAT
Jill Lipscombe is a Solicitor and Associate of the firm with over 15 years' litigation experience.
- **Daniel Bentley**, Associate Solicitor, £285 + VAT
Daniel Bentley is an experienced Solicitor with over 5 years' litigation experience.
- **Laura Southwell**, Solicitor, £250 + VAT
Laura spent the majority of her time training in the litigation team before qualifying in August 2026.
- **Trainee Solicitor/Paralegal**, £175 + VAT
From time to time and where appropriate, a Trainee Solicitor/Paralegal may be used to assist the department and help keep costs lower for clients.

