



European Payment Order

(Undisputed commercial debts in the Republic of Ireland)

This document outlines the costs and fees involved at each stage of the debt collection process. Please be aware that invoices are issued to you at the end of the month for all work carried out in that month. Our terms are 7 days.

Stage One

To begin the debt collection process we can send either a Letter Before Action to the debtor, which requests payment from the debtor within seven days or alternatively a Late Payment Demand, which not only claims your basic debt but also claims interest, compensation and your reasonable debt collection costs under the EU Directive.

Letter Before Action only £3.00 (+ VAT) Standard LBA

Late Payment Demand only £3.00 (+ VAT) LPD

Please note that if the debt is paid at this stage you will **not** be charged any of the costs or fees listed below.

Stage Two

Issue of the European Order for Payment (Claim)

VAT is charged on costs, not fees and is not recoverable from the Debtor, but can be reclaimed by you if VAT registered (unless exceptionally you operate under the VAT Flat Rate Scheme).

Claim Value	Costs (+ VAT)	Court Fees	*Total (+ VAT on Costs)	Standard LBA Debtor Pays	Standard LBA Non-Recoverable Costs	LPD Debtor Pays
£25 to £200	£200	£35	£235	£85	£150	All
£200 to £300	£200	£35	£235	£85	£150	All
£300 to £500	£200	£50	£250	£100	£150	All
£500 to £600	£200	£70	£270	£140	£130	All
£600 to £1,000	£200	£70	£270	£140	£130	All
£1,000 to £1,500	£250	£80	£330	£160	£170	All
£1,500 to £3,000	£250	£115	£365	£195	£170	All
£3,000 to £5,000	£250	£205	£455	£285	£170	All
£5,000 to £10,000	£300	£455	£755	£555	£200	All
£10,000 to £15,000	£300	5% *	5% * + £300	5% * + £100	£200	All
£15,000 to £50,000	£350	5% *	5% * + £350	5% * + £100	£250	All
£50,000 to £100,000	£350	5% *	5% * + £350	5% * + £100	£250	All

* of the claim value.

The **Total** column is the amount you pay regardless of whether the debt has been paid at this stage. The **Debtor Pays** column is the amount the Debtor pays when an action is successful, this may be after our invoice. The Court calculate the fee on the total of the debt plus interest, which may put the Court fees and costs into the higher band. You will not recover the sum in the **Non-Recoverable** column for a standard LBA. There are very exceptional circumstances where we are able to cancel the court action on the day of processing. Where we are able to do so, a cancellation charge of no more than the equivalent non-recoverable costs element will apply, otherwise the total costs and fees will be payable.

Stage Three

Declaration of Enforceability (similar to Judgment). Whilst the Sheriff will endeavour to collect the lodgement fee and accrued interest our costs involved in applying for the Declaration of Enforceability and obtaining the sealed Praecipe/Fifa are non-recoverable.

Action	Enforcement Amount	Application for Declaration of Enforceability (+ VAT)	Praecipe and Fifa (Instruction to Sheriff) (+ VAT)	Sheriff Lodgement fee in Euro's
Sheriff	£25 to £125	£32	£100.00	€19.00
Sheriff	£125 to £600	£37	£100.00	€19.00
Sheriff	£600 to £5,000	£42	£100.00	€19.00
Sheriff	Over £5,000	£55	£100.00	€19.00

Any euro cheque payments we receive will attract a charge of £10.50 plus VAT for each cheque banked on your behalf. This sum will be added to your end of month bill and is non-recoverable. Please note the Sheriff will collect in Euro's even when proceedings are in Sterling. In such circumstances we would suggest you obtain the best possible exchange rate when banking euro cheques to be offset against a sterling debt, to reduce any shortfall that may arise due to a fluctuation in the exchange rate and/or any bank charges applied to you. Upon receiving confirmation that the full amount has been recovered by the Sheriff (sterling/euro), our file and that of the Sheriffs will be closed and no further action taken.

Enforcement in the Republic of Ireland can be an extremely long and slow process. Should the Sheriff be unsuccessful we will seek your instructions to transfer the case to a firm of solicitors in the Republic of Ireland for you to consider alternative methods of enforcement.

In the event of a dispute "notice of opposition", the matter will proceed as a defended case through the English Courts. We will seek your instructions to take over conduct to deal with the dispute or transfer to a more general firm of solicitors.

Matters referred to our litigation department may be charged at £100 to £160 plus VAT per hour.