

Small Claims Fixed Fees

File Opening and Letter Before Action

The following fixed fees apply to small claims only (below £10,000) and cover the administration cost of opening a new file and sending out an initial letter before action. You will then be advised upon the response received to your letter and the potential courses of action available to you.

| <u>Value of Claim</u> | <u>Price</u> |
|------------------------|---------------|
| £1.00 - £2,000.00 | £120.00 & VAT |
| £2,001.00 - £5,000.00 | £180.00 & VAT |
| £5,001.00 - £10,000.00 | £240.00 & VAT |

(Included in the above price – file opening, letter before action and letter of advice)

Preparing Your Claim

Should our initial letter be unsuccessful, then it is likely that court proceedings will become necessary. Depending on the value of your claim, we can draft a claim form and particulars of claim to be submitted to the Court on your behalf. The fixed fees for doing so are shown below. However, please note the below charges do not include the cost of court fees or any work done in preparation of a court hearing such as drafting witness statements and trial bundles.

| <u>Value of Claim</u> | <u>Price</u> |
|------------------------|---------------|
| £1.00 - £2,000.00 | £200.00 & VAT |
| £2,001.00 - £5,000.00 | £300.00 & VAT |
| £5,001.00 - £10,000.00 | £400.00 & VAT |

(Included in the above price – drafting and submitting claim form and particulars of claim)