

Pricing Information – AFG Law

Dispute Prices Information

Debt Recovery

Legal Fees (Fixed Fee):

The below table sets out the fees and costs associated with a claim issued at the Court Money Claims Centre. These costs apply where your claim is in relation to an unpaid invoice which is not disputed and enforcement action is not needed. If the other party disputes your claim at any point, we will discuss any further work required and provide you with revised advice about costs if necessary, which could be on a fixed fee (e.g. if a one-off letter is required), or an hourly rate if more extensive work is needed.

| Debt value | Court fee | Our fee (excluding VAT) | VAT (20%) |
|-------------------|--|-------------------------|-------------|
| Up to £5,000 | £35 - £205 | £300 - £600 | £60 - £120 |
| £5,001 - £10,000 | £410 - £455 | £500 - £1,000 | £100 - £200 |
| £10,001 - £50,000 | 4.5% (if filed online) - 5% (if filed in paper) of the value of the claim. | | |
| | | £1,000 - £2,000 | £200 - £400 |

Anyone wishing to proceed with a claim should note that:

- Claims for sums of less than £10,000 are highly likely to be allocated to the small claims track where only nominal fixed costs are recoverable from the other party
- The VAT element of our fee cannot be reclaimed from your debtor if you are VAT registered;
- VAT is a government tax that we are required to charge, and will usually be added at 20% to our fees and disbursements, except where we indicate the disbursements are outside the scope of VAT.
- Interest and costs may take the debt into a higher banding, with higher Court fees;
- The costs quoted above are not for matters where enforcement action, such as the bailiff, is needed to collect your debt.
- The standard, undefended debt recovery process does not include, Tailored Particulars of Claim, defended actions & complex letters before claim.
- A standard letter before action/letter before claim costs £75 (+20% VAT of £10.00). A tailored letter before action / letter before claim will be charged subject to our hourly rates (+20% vat)
- Applying for Judgment is charged at a fixed rate of £22 (+20% VAT of £4.40)

Our fee includes:

- Taking your instructions and reviewing documentation;
- Undertaking appropriate searches;
- Sending a letter before action;
- Receiving payment and sending onto you, or if the debt is not paid, drafting and issuing claim;
- Where no Acknowledgment of Service or Defence is received, applying to the court to enter Judgement in default;

- When Judgment in default is received, write to the other side to request payment;
- If payment is not received within 21 days, providing you with advice on next steps and likely costs.

Matters usually take 2-12 weeks from receipt of instructions from you to receipt of payment from the other side, depending on whether or not it is necessary to issue a claim. This is on the basis that the other side pays promptly on receipt of Judgment in default. If enforcement action is needed, the matter will take longer to resolve.

Legal Fees (Hourly Rate):

These costs apply where the other party disputes your claim and further work is required. Our hourly rates vary depending on the location and experience of your solicitor.

| TITLE/JOB ROLE/EXPERIENCE | VAT (20%) | |
|---|-------------------------------|--------------|
| Directors, Partners and Solicitors or Chartered Legal Executives with over 8 years' relevant experience | | |
| (Grade A) | £225 - £300 per hour plus VAT | £45 - £60 |
| Solicitors and Chartered Legal Executives with over 4 years' relevant experience | | |
| (Grade B) | £180 - £250 per hour plus VAT | £36 - £50 |
| Other Solicitors, Legal Executives and fee earners of equivalent experience | | |
| (Grade C) | £160 - £200 per hour plus VAT | £32 - £40 |
| Trainee Solicitors, Paralegals and Clerks | | |
| (Grade D) | £126 - 150 per hour plus VAT | £25.20 - £30 |

On average, this type of work takes between 4-50 hours to complete.

Please note VAT is a government tax that we are required to charge, and will usually be added at 20% to our fees and disbursements, except where we indicate the disbursements are outside the scope of VAT.

The exact number of hours it will take depends on the circumstances in your case, such as:

- The amount of supporting evidence that we need to consider;
- Whether the debt is paid upon receipt of initial correspondence from us;
- The response received (whether the debt is defended or not);
- The level of disclosure that is to be provided;
- The amount of expert evidence (if any) which is required;
- The amount of days that any final hearing is listed for;
- The conduct of the other party.

If you are able to provide sufficient evidence at our first meeting, the cost is likely to be at the lower end of this range. If the claim is defended or a counterclaim is submitted then the fees may be in excess of these figures.

What services are included?

The work will involve:

- Discussing your circumstances in detail and confirming whether this is the most appropriate action for you to make and what other options may be available to you;
- Giving you advice about the requirements of the Civil Procedure Rules and whether you meet the criteria;

- Considering the supporting evidence you have provided, which we anticipate will take 1-5 hours;*
- Where necessary, helping you to obtain further evidence, such as expert reports or obtaining witness evidence;
- Preparing your claim and submitting it on your behalf, which we anticipate we anticipate will take 3-5 hours;
- Attendance at court, we will give you clear advice (and discuss the possibility of us attending with you) at the appropriate time or arranging representation for you by a barrister. This could be between 5-30 hours of work;
- Giving you advice about the outcome of the claim and any further steps you need to take; and
- Advising of any enforcement options available following a successful outcome.

*the amount of hours depends on the number of documents, whether anything is missing and how long it will take to obtain the missing documents.

The costs quoted above do not include:

- Enforcement costs;
- Any additional application that may be required;
- The costs of other parties which you are ordered to pay;
- Where the court dismisses your claim, any advice and assistance relating to an appeal.

How long will my claim take?

We cannot guarantee how long the court will take to process any claim that you make. We will normally be able to submit this type of application within 8-16 weeks of you instructing us, but we will let you know at the earliest opportunity if it is likely to take longer than this. There are Pre-Action Protocols which have to be followed before proceedings can be issued to ensure that there are no penalties in respect of the recovery of costs and these can take time. Also if mediation is requested by the responding party then this should be entered into as there are penalties of up to 30% reductions to legal costs for unreasonable refusal to mediate.

Please note the anticipated number of hours and fees are an estimate based on the facts above. All applications are likely to vary and of course, we can give you a more accurate estimate once we have more information about your specific case.

Disbursements:

Disbursements are costs related to your matter that are payable to third parties, we handle the payment of the disbursements on your behalf to ensure a smoother process. Potential disbursements you may incur are:

- Court fees;
- Counsels fees;
- Expert fees;
- Mediator's costs;

If we attend a court hearing, meeting or mediation there will be additional disbursements in respect of our mileage/travel expenses.

Defended Small Claims (up to £10,000)

| | Disbursements | Our Charges (plus vat) |
|---|---|---|
| Handling standard defended small claims which does not include a counterclaim, nor preparation of witness statement and instructing Counsel and may differ depending on complexity so we will agree in advance with you | £175 (+20% VAT of £35) | £500.00 - £600.00 |
| Court Hearing fee where the debt value is up to £300.00 | £25.00 | |
| Court Hearing fee where the debt value is up to £500.00 | £55.00 | |
| Court Hearing fee where the debt value is up to £1,000.00 | £80.00 | |
| Court Hearing fee where the debt value is up to £1,500.00 | £115.00 | |
| Court Hearing fee where the debt vale is up to £3,000.00 | £170.00 | |
| Court Hearing fee where the debt vale is up to £10,000.00 | £335.00 | |
| Drafting standard Consent Order | £100.00 | £100.00 |
| Adjourned hearings | £350 | £350 |
| Counterclaims | Court fee will depend on value of counterclaim but is the same scale as above for issue fees. | Hourly rate of £125.00 - £165.00 plus VAT will apply and an estimate of costs will be agreed with you in advance. |
| Setting aside Judgment application | £750 | £800 |

For the above we will be charging you on our hourly rates. We will estimate our fees to deal with each action at each stage. Depending on the complexity of the matter and the work required we will review and try to agree with you an estimated charge for that specific action. We will inform you and get your agreement before any work is undertaken. Please note VAT is a government tax that we are required to charge, and will usually be added at 20% to our fees and disbursements, except where we indicate the disbursements are outside the scope of VAT.

What are the costs for Enforcement of Judgment?

| | Disbursements | Our Charges | VAT (20%) |
|---|--|-------------|-----------|
| Issuing Warrant of Execution to Bailiff | £77.00 | £25.00 | £5.00 |
| High Court Enforcement Officers | £66.00 | £70.00 | £14 |
| Re-Issue of Warrant of Execution | £33.00 | £15.00 | £3 |
| Charging Order on Property dealt with on papers | £110.00 and Land Registry fees of £23.00 | £150.00 | £30 |
| Charging Order hearing if objection filed, agents fee to attend hearing | £175 (+20% VAT of £35) | £150.00 | £30 |
| Third party debt order to first hearing | £110.00 agents fee for attendance | £115.00 | £23 |
| Order to obtain information through the Court | £55.00 agents fees for service | £60.00 | £12 |
| Attachment of Earnings | £110.00 | £100.00 | £20 |

Employment Tribunals

Our pricing for bringing and defending claims for unfair or wrongful dismissal:

- Simple case: £800-£5,000 (+20% VAT of £160 - £1,000);
- Medium complexity case: £5,000-£10,000 (+20% VAT of £1,000 - £2,000);
- High complexity case: £10,000-£25,000 (+20% VAT of £2,000 - £5,000).

Factors that could make a case more complex:

- If it is necessary to make or defend applications to amend claims or to provide further information about an existing claim;
- Defending claims that are brought by litigants in person;
- Making or defending a costs application;
- Complex preliminary issues such as whether the claimant is disabled (if this is not agreed by the parties);
- The number of witnesses and documents;
- If it is an automatic unfair dismissal claim e.g. if you are dismissed after blowing the whistle on your employer; and
- Allegations of discrimination which are linked to the dismissal.

There will be an additional charge for attending a Tribunal Hearing of £800 per day (+20% VAT of £160). Generally, we would allow 0-3 days depending on the complexity of your case.

The above fees are estimates based on anticipated time spent by appropriately legally qualified or non-qualified staff. We usually charge on a time basis and details of how we would charge in any particular case would be set out in our client care letter, as would

details of the seniority and qualifications of persons carrying out the work. In some very limited instances we may offer to carry out work on a Damages Based Agreement (no win, no fee arrangement). In those cases clients might be expected to pay disbursements liable to VAT including experts fees, Counsel's fees, accommodation fees, and some photocopying charges; and disbursements not liable to VAT including travel costs and some photocopying charges.

Please note that VAT is a government tax that we are required to charge, and will usually be added at 20% to our fees and disbursements, except where we indicate the disbursements are outside the scope of VAT.

Disbursements

Disbursements are costs related to your matter that are payable to third parties, such as court fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.

Counsel's fees estimated between £500 to £5,000 per day (+20% VAT of £100 - £1,000) if counsel is registered for VAT (depending on experience of the advocate) for attending a Tribunal Hearing (including preparation).

Key stages

The fees set out above cover all of the work in relation to the following key stages of a claim:

- Taking your initial instructions, reviewing the papers and advising you on merits and likely compensation (this is likely to be revisited throughout the matter and subject to change);
- Entering into pre-claim conciliation where this is mandatory to explore whether a settlement can be reached;
- Preparing claim or response;
- Reviewing and advising on claim or response from other party;
- Exploring settlement and negotiating settlement throughout the process;
- Preparing or considering a schedule of loss;
- Preparing for (and attending) a Preliminary Hearing, including instructions to Counsel;
- Exchanging documents with the other party and agreeing a bundle of documents;
- Taking witness statements, drafting statements and agreeing their content with witnesses;
- Preparing bundle of documents;
- Reviewing and advising on the other party's witness statements;
- Agreeing a list of issues, a chronology and/or cast list; and
- Preparation and attendance at Final Hearing, including instructions to Counsel.

The stages set out above are an indication and if some of stages above are not required, the fee will be reduced. You may wish to handle the claim yourself and only have our advice in relation to some of the stages. This can also be arranged on your individual needs.

How long will my matter take?

The time that it takes from taking your initial instructions to the final resolution of your matter depends largely on the stage at which your case is resolved. If a settlement is reached during pre-claim conciliation, your case is likely to take 2-8 weeks. If your claim proceeds to a Final Hearing, your case is likely to take 20-52 weeks. This is just an estimate

and we will of course be able to give you a more accurate timescale once we have more information and as the matter progresses.

Employment – Drafting Contracts and other documentation

Our lawyers resolve complex and often sensitive commercial disputes which can involve employees, managers/Directors or shareholders regularly, as well as draft a variety of legal documents which keep your business one step ahead.

Our people take the time to really get to know what's different and special about your business so that the advice we give really has an unusual amount of added value.

We offer an annual advice retainer service to small and medium size businesses at competitive rates or advice on an ad-hoc basis on an hourly rate (plus vat) basis. A detailed cost estimate will be provided once further information is known about the issue.

Wills

How much does it cost to make a Will

- Single Will – Starting from £200 plus VAT (£240 inclusive of VAT)
- Mirror Will – Starting from £375 plus VAT (£450 inclusive of VAT)

Probate

We offer two levels of service in Estate Administration:

GRANT ONLY Fixed Fee - £1,250.00 plus VAT

AFG LAW can assist in obtaining the Grant of Representation to the estate. We will require all the necessary details of the assets and liabilities of the estate, as at the date of death, to prepare the Probate Application papers. We will:

- Prepare the paperwork required to apply for a Grant of Representation
- Attend on you to execute the documents
- Apply to the Probate Registry for a Grant of Probate/Letters of Administration

Disbursements

These are expenses (also known as disbursements) that we must pay out of your behalf.

| Disbursement | Cost |
|-----------------------------|---------|
| Probate Court Fee | £273.00 |
| Further copies of the Grant | £1.50 |

Probate - Full Administration

AFG Law will deal with the entire Administration of the Estate. The exact cost will depend on the individual circumstances of the matter. There are two main elements to the legal costs for your transaction; our charges and expenses (also known as disbursements) that we must pay out of your behalf.

Estate Administrations are charged at an hourly rate basis. This means that they will record the time spent on dealing with the Estate matter and produce interim/final invoice(s). These invoices will then be deducted from these estate assets meaning the executors do not pay these personally. Although we work on an hourly rate, all Fee Earners will provide full costs estimate for the estate at the start of the process.

To get a no obligations quote for your matter please feel free to contact us. There will be no hard sell. We will just let you know what your options are and then you decide.

Our charges

Our hourly rates are listed below:

| | |
|---------------------------------|------------------|
| Directors | £275.00 per hour |
| Solicitors | £220.00 per hour |
| Trainee Solicitor and Paralegal | £126.00 per hour |

Our charges do not include VAT, which we will add to your bill at the prevailing rate.

Expenses

Listed below are the most common disbursements incurred in a probate matter.

| Disbursement | Cost |
|---------------------------------------|-------------|
| Probate Court Fee | £273.00 |
| Official copies of the Grant | £1.50 |
| Land Registry Search | £6.00 |
| National Will Register Search | £126.00 |
| Bankruptcy Searches (per beneficiary) | £2.00 |
| Missing Asset Search | TBA |
| Trustee Act Notices | TBA |

1 Legal costs – Commercial Property

1.1 There are two main elements to the legal costs for your transaction:

1.1.1 our charges;

1.1.2 expenses (also known as disbursements) that we must pay out of your behalf

1.2 Our charges

1.2.1 Our hourly rates are listed below:

| | |
|----------------------------|------------------|
| Solicitors | £250.00 per hour |
| Trainee Solicitor | £139.00 per hour |
| Paralegals and Secretaries | £126.00 per hour |

1.2.2 The exact number of hours it will take to complete your transaction depends on the circumstances of your case. Each transaction differs and so for that reason we will provide you with an estimate of costs at the start of the transaction (based on the hourly rates set out above) and thereafter we will provide regular updates throughout the transaction as to the actual amount of costs incurred. If the transaction is protracted we reserve the right to issue interim bills before completion. Our bills will be issued based on the number of hours incurred in dealing with your matter by each fee earner in our team based on the hourly rates listed above.

1.2.3 Our costs are not fixed fee costs. We reserve the right to increase the hourly rates if the work done is particularly complex or urgent, or the nature of your instructions require us to work outside normal office hours. If this happens, we will notify you in advance and agree an appropriate rate.

1.2.4 Our charges do not include VAT, which we will add to your bill at the prevailing rate.

1.3 Expenses

We would usually expect to incur certain expenses your behalf which we will also add to the amount due from you. The amount of expenses will vary for each transaction. You will be notified at the start of the transaction of the expenses that we expect to incur. It may be that during the transaction we become aware of unanticipated expenses. If that is the case, you will be notified of the expense and your agreement will be obtained before the expense is incurred.