



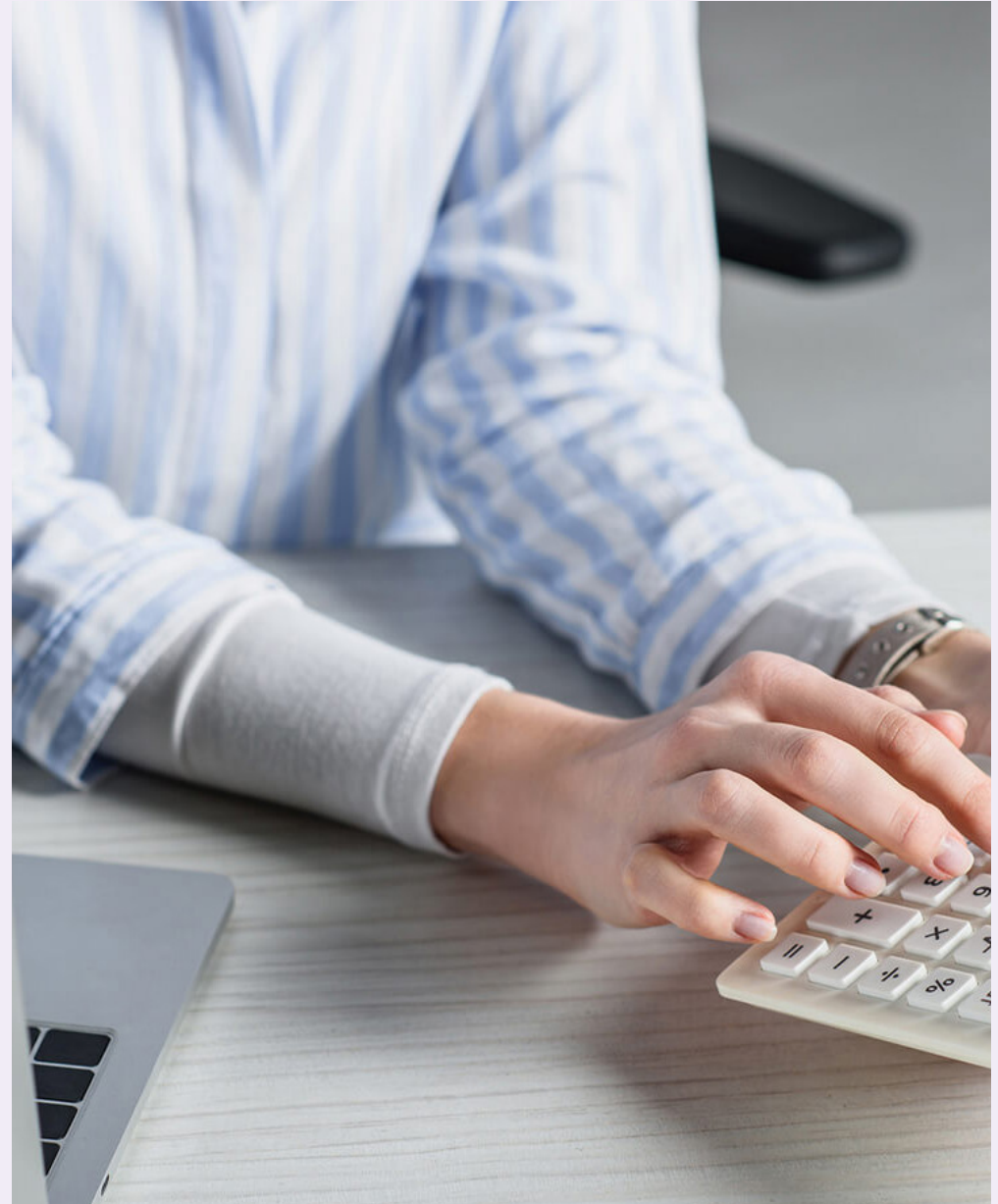
Credit Solutions to Resolve Cashflow Problems

Mansfield
Solicitors & Advocates
Limited

Credit Solutions to Resolve Cashflow Problems

The Accounts department is the engine room of every business, get that right and the rest of the business will usually follow. A fundamental component of any business is cashflow and ensuring you are getting money in from customers is key. Set out below is our guide for improving your cashflow:

1. Make it clear to customers when you expect payment. Clearly set out your payment terms in all your paperwork including your terms of business and on your invoices. Make sure your sales team are aware of the payment terms; a sale does not complete until you have been paid.
2. Make it easy to pay – the easier you make it for customers to pay, the more likely they will pay you.
3. Credit check new customers for larger orders. Carry out a credit check on potential customers – a Google search will tell you if a Company is still active.
4. Incentivise early payment. Why not offer a prompt payment discount? You can always build this into your pricing structure.
5. Have clear and effective systems in place. Send standard letters out on the day after an invoice is due and seven days later.
6. Take action. Don't be afraid of chasing a customer for fear of losing them – if they are not paying, they are a threat to your business.
7. Refer it to us. Asking a solicitor to make those calls and chase the debts shows you mean business. We often find that a quick letter is all that is needed but you must be resolute and carry on.



Next steps?

We are commercially minded problem solvers, who can adapt our services to meet your particular requirements across all aspects of debt recovery, including:

- Working with credit control teams to reduce average time for payment
- Helping to develop effective pre-litigation processes to encourage early payment
- Streamlined issuing processes
- Enforcing judgments
- Serving statutory demands where possible
- Insolvency creditor services

Working With Your Business

We will help you recover debts more promptly and successfully whilst helping you improve your internal systems, knowledge levels and procedures to reduce the risk of future debt problems by offering:

- Free training for your credit control staff
- Advice on credit policies and terms
- Advice on contractual documentation
- Extensive management information and reporting facilities

Timescales for the process

Money claim

1. Letter before action - 7 days for response from debtor if a business and 30 days if a private individual
2. Issue of money claim - 14 days for debtor to respond.
3. Entry of judgment and issue of enforcement.

Timescales are dependent on whom we are pursuing for a debt but our success rate is very good. We will keep you updated at all times of any factors which are likely to result in delay.



What does it cost?

The Court fees are set out below:

Up to £300	£35
Greater than £300 but no more than £500	£50
Greater than £500 but no more than £1,000	£70
Greater than £1,000 but no more than £1,500	£80
Greater than £1,500 but no more than £3,000	£115
Greater than £3,000 but no more than £5,000	£205
Greater than £5,000 but no more than £10,000	£455
Greater than £10,000 but no more than £200,000	5% of the value of the claim
Greater than £200,000	£10,000

Our Fees

- Debts of up to £1000 = £100 +VAT & disbursements
- Debts over £1000 = 10% of debt plus VAT & disbursements

If you require Insolvency services such as Statutory Demands, Bankruptcy Petitions or Winding Up services, we will tailor our fees for the individual service because every case will need evaluating separately but the Court fees are set out below:

Statutory Demand	£200.00 + VAT	Process Servers Fee (circa £90 + VAT depending on location)
Bankruptcy Petition (Individual)	£500.00 + VAT	Issue Fee - £280.00 Official Receivers Deposit - £990 Process Servers Fee
Winding Up Petition (Corporate)	£600.00 + VAT	Issue Fee - £280.00 O/R Deposit - £1,600.00 Petition Advert - £181.20 (inc VAT)

Other disbursements may be payable. Statutory Demand fees are not normally recoverable from your debtor. Petition fees are normally recoverable from your debtor.

Why Us?

70% of our business is debt collection and we achieve extremely good success rates. We rarely give up on a case and pride ourselves on resolving some of the most complex of cases.

Speak to our Head of Credit Solutions
Mark Chaston



Mark Chaston

E-mail: mark@mansfield.legal

Main number: 0203 772 6728

Mobile: 07500 701203

www.mansfield.legal

0203 772 6728

Orpington | Essex