

We understand that late payments and bad debts directly impact the success of a small business. For that reason, we offer a unique approach to resolving this problem.

## 1. SOFT COLLECTION:

DESCRIPTION	AMOUNT
<b>Once off</b> setup (compilation of monthly report on all matters)	R 2500 + VAT
Perusal of Correspondence/ invoices/ Agreements proving indebtedness	R 1150.00 + VAT per hour
Compilation and rendition of monthly report on all matters (usually between 15 minutes to a maximum of 1.5 hours but depends on the number of matters)	R 1150.00 + VAT per hour
Drafting Default Listing	20 minutes (per Debtor) at R 1150.00 + VAT per hour
Drafting Letter of Demand	20 minutes (per Debtor) at R 1150.00 + VAT per hour

## 2. HARD COLLECTIONS:

DESCRIPTION	ATTORNEY
File Opening	R 695.00 + VAT per Debtor
<b>Once off</b> Summons / Particulars of Claim /AOD and Default Judgement template setup	R 5500 + VAT
Drafting Summons	R615 + VAT x 1.5 = R 892.50 + VAT per Debtor
Drafting Particulars of Claim	45 minutes (per Debtor) at R 1150.00 + VAT per hour
Drafting AOD	25 minutes (per Debtor) at R 1150.00 + VAT per hour
Drafting Application for Default Judgement (AOD)	25 minutes (per Debtor) at R 1150.00 + VAT per hour

Drafting Affidavit in Support	45 minutes (per Debtor) at R 1150.00 + VAT per hour
Compilation and rendition of monthly report on all matters (usually between 15 minutes to a maximum of 1.5 hours but depends on the number of matters)	R 1150.00 + VAT per hour

The above excludes disbursements such as Listing Fees, Postage, Counsel's fees, Tracing Agents, Sheriffs and Correspondent Attorney fees.

**\*\* Items not listed – usual rates apply.**

**\* Note that the minimum number of debtors for initial handover is 5.**

### **COLLECTIONS OF AMOUNTS BELOW R250 000:**

We also offer a unique low risk option for serving your collections needs, available for collection matters up to R250 000.

In terms of this option, the referring client pays disbursements such as Listing Fees, Postage, Counsel's fees, Tracing Agents, Sheriffs and Correspondent Attorney fees. These costs are usually around +/- R2500 and R3500 per debtor.

#### **Option 1 :**

Only when the referring Client agrees as we collect a lump sum settlement amount - 25% of the debt amount (ie capital amount) plus VAT is our fixed fee for our service.

#### **Option 2:**

Where the debtor pays the capital amount, interest and legal costs it shall pay our usual rates (outlined in our mandate and fee agreement) and the referring client *shall not* be liable for a fixed 25% fee. Instalments shall first set off legal costs, thereafter interest and capital.

**\* Note that the minimum number of debtors for initial handover is 2.**

**For an appointment, please call 0214255604 or click**  
<https://outlook.office365.com/owa/calendar/SchoemanLawInc@schoemanlaw.co.za/bookings/>

For more information please email us at: [enquiries@schoemanlaw.co.za](mailto:enquiries@schoemanlaw.co.za)

See <http://www.schoemanlaw.co.za/services/> for a list of all our legal services

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