


DISBURSEMENT TARIFF

Effective from 1 February 2018

Name of charge	What is this charge for?	How much is the charge?
Copy Documents	You will be provided with an electronic copy of your Agreement prior to signing documentation. If you require an additional copy later, then this charge will apply.	£25
Payments by CHAPS	We will charge this fee on each occasion that you drawdown by same-day CHAPS payment.	£30
Extraordinary Payment Charge	If you require a specific drawdown to be processed outside of our normal payment run (before 11.30am and after 1.30pm), you will be charged this fee.	£50
Overpayments	If we agree to a drawdown in excess of the current availability on your account, you will be charged this fee. Where an overpayment is likely to extend over a longer period and further drawdowns are required, we may agree a specific fee for the period rather than charging each time you drawdown.	1% min £100
Unpaid items	If a cheque is returned unpaid, you will be charged this fee.	£25
Mid-month adjustment of reserves for invoice discounting clients	If you ask us to re-calculate your reserves at a time other than month-end, you will be charged this fee	£50
Notice of Breach	In the event of your breaching this agreement, we may issue a letter giving notice of breach and charge this fee.	£250
Cancellation of audit with notice of less than one clear working day	In the event of your cancelling an agreed audit with short notice, you will be charged this fee.	£250
Letter before action	If we issued a letter to one of your Customers threatening legal action you will be charged this fee.	£25
Statutory demand	If we commence legal proceedings against one of your Customers and serve Statutory Demand you will be charged this fee.	£350
Legal recovery	If we progress legal proceedings you will be advised of our charges before these costs are incurred.	TBC
Additional audit	If we require an audit of your sales ledger or financial information we may conduct this review at your premises, you will be charged this fee.	£300

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