

ADDITIONAL SERVICES

We offer our Clients a range of Additional Services to support their business needs. These can be requested as and when you need them, and you are only charged for these if you use them.

Additional Services available to your business are as follows:

PAYMENT SERVICES

Service	Description	Cost
Same Day Domestic	Request a payment to be sent to a UK domiciled bank to arrive on the ¹ same day as the request.	£35 per request
International Currency	Request a payment to be sent in a non-UK currency to arrive on the ¹ same day as the request.	£60 per request

FUNDING SERVICES

Service	Description	Cost
² Overpayment	Request a payment advance in excess of available funds.	4% of the excess availability per week
Funding Limit Increase	Request a temporary increase of your funding limit.	2% of the increase per week

DEBTOR SERVICES

Service	Description	Cost
Debtor Credit Check	Undertake a credit check on your debtor(s) at your request.	£15 per debtor
Standard Solicitor Letter	Creating and sending a solicitor letter to your debtor(s) before further action at your request.	£35 per letter
Statutory Demand Letter	Creating and sending a statutory demand letter to your debtor(s) at your request.	£250 per letter
Debtor Litigation Support	Employing external legal resources on your behalf with respect to undertaking litigation activities against your debtor(s).	At cost + 15% admin fee

WE BELIEVE IN **YOUR BUSINESS**

INVOICE FINANCE • ASSET FINANCE • TRADE FINANCE • STOCK FINANCE • FX

OUTSOURCED PAY AND BILL SERVICES

Description	Cost
Standard Set Up	Free
Bespoke Set Up	Priced on Request
Initial Webex training and implementation support (4 hours)	Free
Additional Webex training and implementation support	£92 per hour
Onsite training	£115 per hour + travel costs
Submission deadline extension	£57.50 per week
Second Runs	£57.50 per week
Additional Runs	£57.50 per run
Late Submission	£30 per week
Invoice re-issue	£5.25 per invoice
Permanent placement invoice generation	£5.25 per invoice
Agency own staff payroll (Non-Pay & Bill contractors) up to 10 staff	£85 per pay run
Agency own staff payroll (Non-Pay & Bill contractors) – over 10 staff	Priced on Request
Priority Candidate payment – up to 50 candidates	£75
Priority Candidate payment – 51 to 100 candidates	£125
Priority Candidate payment – over 100 candidates	£250

¹Request must be received by Bibby Financial Services no later than 14:45 Monday to Friday excluding Bank Holidays.

²To receive additional funds on the day of the request the request must be received by Bibby Financial Services no later than 12:00 Monday to Friday excluding Bank Holidays.