

# OUR FEES

## STANDARD FEES

FEE TYPE	COST
Retrospective Fee	At the start of the agreement the total balance of the ledger assigned to BFS will have an agreed percentage charged. This is a one-off fee.
Service Fee	We charge this as a percentage of the value of invoices you assign to us.
Credit Note Fee	We charge this as a percentage of the value credit notes of you assign to us.
Bad Debt Protection (Selective Agreement)	If you have Bad Debt Protection this is the percentage we'll charge on the value of every invoice you pass to us which has an active cover limit.
Bad Debt Protection (Full Agreement)	If you have Bad Debt Protection this is the percentage we will charge on the value of every invoice you pass to us.
Minimum Fee	The minimum fee is the minimum that we will charge you on a periodic basis.  If your service fee does not meet this minimum requirement then the difference will be applied at the end of the agreed period. For example, if the service fees charged within the period were £250 and your minimum fee was £400 the remaining £150 of the charge will be applied to your account. If your service fees were above £400 then no additional minimum fee will be applied.
Discount Charge	This is the fee we charge, calculated daily, for the funds we have advanced to you.
Trust Account	If you have a confidential facility we will set up a bank account in your name (which we alone can make withdrawals from) for your customers to pay into. This is the percentage charged for operating the account from each amount paid into it.
Refactoring	If you have a Recourse agreement with us we charge this when an invoice remains unpaid after the agreed approval period. We will continue to try to collect payment from your customer.
CHAPS Fee	This is the amount we will charge you if you request a same day payment.

## EXCEPTIONAL FEES

In addition to the Fees outlined in your Offer Letter or Invoice Finance Agreement we may charge you other fees relating to your use of your facility. The following is a list of these fees:

FEE TYPE	COST
Processing of a manual debt schedule	1% of the value of the schedule or £10
Debt schedule administration errors	£15 per schedule
Breach of Invoice Finance Agreement	Minimum of £350 per incident
Unauthorised Overpayment	3% of the excess availability per week
Cancellation of an Audit visit less than 48 hours	£550
Direct Banking of Monies	£500 + 1% of the value per day
Bacs Recall	£45
Unpaid Cheque	£55
Variation to the terms of your Invoice Finance Agreement	A minimum of £350

\*Request must be received by Bibby Financial services no later than 14:45 Monday to Friday excluding bank holidays

\*\*This service only applies to Trade Services Clients

\*\*\*to 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

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## ADDITIONAL SERVICE FEES

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 *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 *same day as the request.	£60 per request
** Supplier Payment Arrangement Fee	Request a payment to be sent directly to your supplier.	£65 per request
** Supplier Undertaking Charge	Request confirmation of undertaking to be sent to your supplier.	£65 per request
**Letter of Credit	Request a Letter of Credit be raised and sent to your supplier at your request.	£335 per request (non-refundable)
**Amend a Letter of Credit	Request to amend a Letter of Credit already raised at your request.	£85 per amendment
***Priority Debt Schedule & Collection Processing	Request the processing of your debt schedules and/or cash collections earlier than the standard service level agreement.	2.5% of the value or £250 whichever is the greater

### Funding Services

SERVICE	DESCRIPTION	COST
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.	£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

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## Recruitment

FEE TYPE	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

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