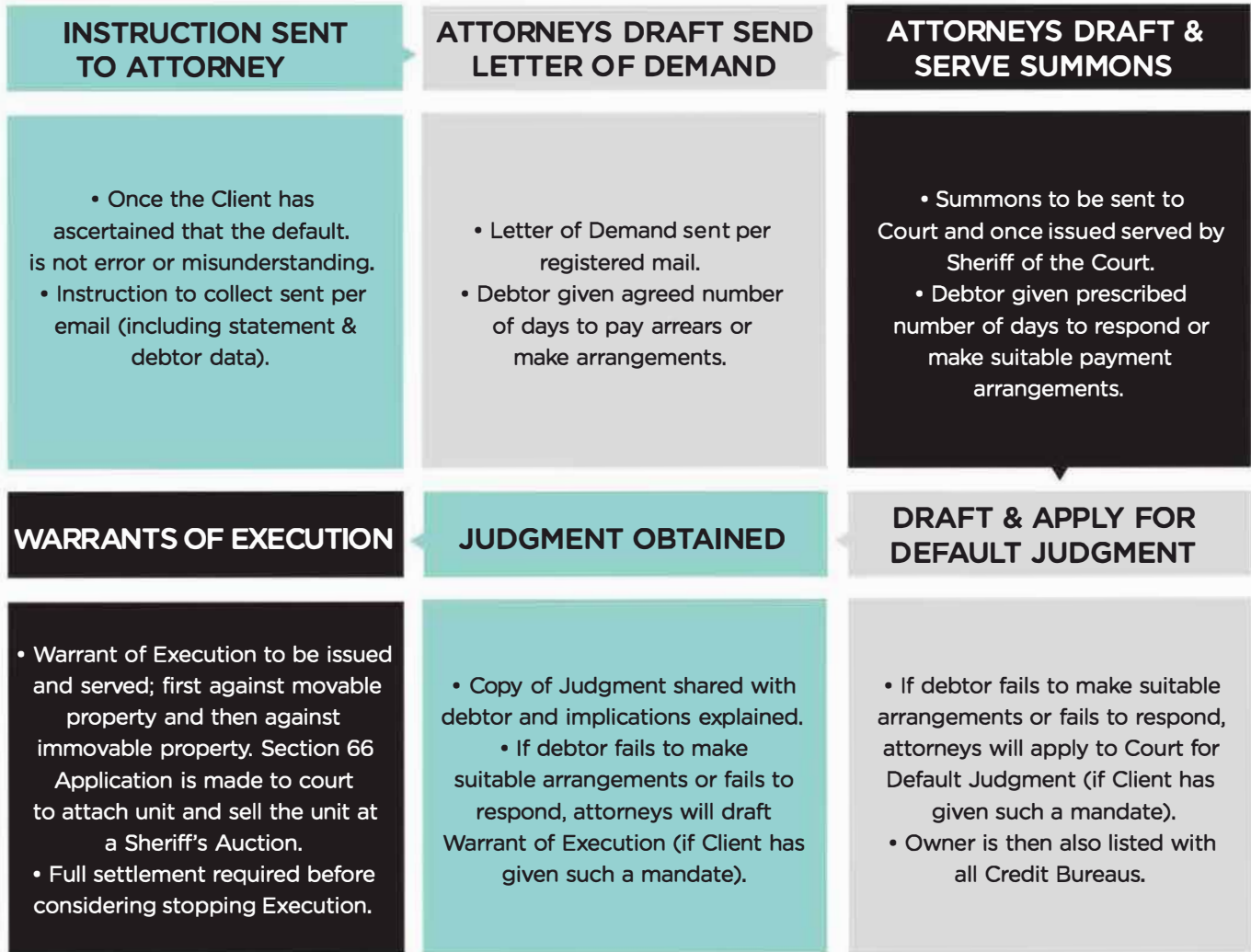


Levy collections process



Courts Correspondents & Sheriffs

	Courts <ul style="list-style-type: none"> •All nine provinces •Roughly 392
	Correspondent Attorneys <ul style="list-style-type: none"> •All nine provinces •Roughly 167
	Sheriffs <ul style="list-style-type: none"> •All nine provinces •Roughly 763

Fee structure

BILLING ITEM	(Excl. VAT)
Receiving instruction, opening file & persuing statement provided by client.	R650.00
Drafting letter of demand, sending same via e-mail and registered post. (Cost of registered post included).	R450.00
Drafting summons and particulars of claim together with instruction to sheriff to attend the service of summons.	R975.00
Drafting of an application for summary judgement/default judgement, together indexing and pagination of the application for submission at the clerk of the court.	R550.00
Drafting of warrant of execution.	R550.00
Drafting of and preparing the notice of sale in execution (movable property).	R450.00
Drafting of request for further request particulars/notices/security in terms of rule 3b.	R400.00
Receipt and persual of returns of service, notices, pleadings.	R200.00
Correspondence between our offices and client/debtor.	R150.00
Instruction of a tracing agent.	R200.00
Drafting acknowledgement of debt and attendance with debtor to sign same at our offices.	R650.00
Attendance at court, sheriff to issue, deliver and collect documents.	R11.00 per 10min
Telephone calls (per 10 min).	R110.00

Additional charges:

- Copies - R3.50 per page
- Travel Cost - R150.00 per attendance
- Travel Time - R275.00 per attendance
- Deed Search - R120.00

Finances

- Invoicing will be sent to client to before month end

Debtor Payments:

- To be made into our Trust Bank Account

Client Pay Overs:

- Second business day of the following month
- Statements included
- Monthly pay over reconciliation

VDM Attorneys has an impeccable track record and name in the Property Industry. We act strictly and without fail according to any & all specifications and restrictions of all relevant laws. We "administrate" your arrear accounts-we do not just collect! We act professionally, ethically and with integrity and yes, friendly, under all circumstances.