

The Insolvency Act 1986

**Administrator's progress report**

Name of Company  
CONTACT PRINT SOLUTIONS LIMITED

Company number  
05642302

In the HIGH COURT OF JUSTICE CHANCERY DIVISION  
BIRMINGHAM DISTRICT REGISTRY

Court case number  
8046 OF 2012

(a) Insert full name(s) and  
address(es) of  
administrator(s)

I / We (a) TIMOTHY JAMES HEASELGRAVE

THE REDFERN PARTNERSHIP LLP, REDFERN HOUSE, 29 JURY STREET, WARWICK, CV34 4EH

Administrator (s) of the above company attach a progress report for the period

(b) Insert dates

from

(b) 1 FEBRUARY 2012

to

(b) 31 JULY 2012

Signed

*Timothy James Heaselgrave*  
Joint- Administrator (s)

Dated 21 SEPTEMBER 2012

**Contact Details:**

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Tel	
DX Number	DX Exchange

you have completed and signed this form please send it to the Registrar of Companies at  
Companies House, Crown Way, Cardiff, CF14 3UZ

DX 33050 Cardiff

THURSDAY



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27/09/2012

#269

COMPANIES HOUSE

**CONTACT PRINT SOLUTIONS LIMITED  
IN ADMINISTRATION ("the Company") 8046 of 2012**

**A REPORT TO CREDITORS PURSUANT TO RULE 2.47 OF THE  
INSOLVENCY (AMENDMENT) RULES 2003**

**21 SEPTEMBER 2012**

**The report has been prepared for the sole purpose of updating creditors and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors for any purpose other than advising them, or by any other person for any purpose whatsoever.**

**The Administrator act as agent of the Company and without personal liability**

**T J Heaselgrave  
The Redfern Partnership  
Redfern House  
29 Jury Street  
Warwick  
CV34 4EH**

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## **1. Introduction**

Further to my first report to all creditors dated 22 February 2012, I write to update the creditors on the progress of the Administration to date and pursuant to Rule 2.47 of the Insolvency (Amendment) Rules 2003

## **2. Other information required by Rule 2.47 of the Insolvency (Amendment) Rules 2003**

Timothy James Heaselgrave was appointed Administrator of Contact Print Solutions Limited on 1 February 2012 after discussion with the floating charge holder RBS Invoice Finance Limited ("the bank") The Court reference number is 8046 of 2012 of the High Court Of Justice, Chancery Division, Birmingham District Registry.

The Company's main centre of operations is based in the United Kingdom The EC Regulations on Insolvency Proceedings 2000 apply to the Administration. The proceedings are main proceedings as defined by Article 3 of those regulations

Full name	Contact Print Solutions Limited
Previous names	Document Solutions East Midlands Limited Big Heap Limited
Registered office	Redfern House, 29 Jury Street, Warwick, CV34 4EH
Trading address	Unit 4 Newtown Grange Farm Business Park, Newton Unthank, Desford, Leicestershire, LE9 9PL
Registered number:	05642302
Incorporation date	01 December 2005
Directors	Mr B G Staples and Mrs H L Staples
Company secretary.	Mrs H L Staples
Shareholders	Mr B G Staples (50%) and Mrs H L Staples (50%)

## **3. Progress of the Administration to 1 August 2012**

### **3.1 Asset realisations**

As detailed in my first report to creditors the business and assets of the Company were sold to Imaging Solutions & Services Limited as at my appointment on 1 February 2012

The purchase price for the assets including goodwill, contacts in progress, office furniture and stock was £40,000. The purchase price was apportioned as follows

Asset category	Purchase Price £
Office furniture and equipment	1,500
Goodwill/ intellectual property	1,000
Work in progress	29,000
Stock	8,500
<b>Total</b>	<b>40,000</b>

The purchase price was paid by £5,000 being paid on completion of the sale agreement on 7 February 2012 and a further £3,000 paid on 17 February 2012. The remaining £32,000 was to be paid five equal instalments of £6,400 commencing 7 March 2012 and completing on 7 July 2012. All payments have now been received. Details of the sale were provided to the creditors in my letter dated 7 February 2012.

Any other assets including the debtors were excluded from the sale.

The Company's records show debtors with a book value of £56,000. Of the total amount, £41,375 related to debtor balances that were subject to the bank's factoring agreement. The bank collected these balances as it was owed £31,054 in relation to advances made to the Company against these invoices as at my appointment date. I have been in contact with the bank throughout the Administration and the bank now estimates that it will suffer a shortfall on its lending to the Company of approximately £3,500. The director's statement of affairs estimated that there would be a surplus after collecting these debtors of £11,320. This will now not be available to the creditors of the Company.

In addition to these factored debtor balances there were balances totalling £14,599 which are not subject to the bank's factoring agreement. I commenced the collection of these balances with the assistance of the director. As at 1 August 2012 the amounts recovered from these balances amounted to £1,481.32.

Since 1 August 2012 I have been able to recover a further £3,838 making total collections of £5,319 out of an estimated collectable balance of £10,000. The majority of balances in dispute relate to contra accounts with unsecured creditors and amounts invoiced in advance for support services not performed. I do not estimate that there will be any further recoveries from these debtor balances.

### 3.2 Administrator's Proposals

A creditors meeting was held on 9 March 2012 to agree the Administrator's proposals for to the Company. The Administrator's proposals were agreed by the creditors and notice of that agreement was sent to creditors on 9 March 2012.

### 3.4 Statement of Affairs

The directors have submitted a statement of affairs and this has been filed at Companies House

#### 4. Creditors

The director's statement of affairs showed that there were no preferential creditors for employee's claims for wages and holiday pay. The sale of the Company's business provided for the transfer of these employee liabilities to the purchasing company. No claims have been received.

There is a fixed charge secured creditor, the bank. The bank also had a floating charge by way of a debenture dated 30 September 2009. Where there is a floating charge created after 15 September 2003, a percentage of the assets realised subject to the charge is ring fenced for unsecured creditors. This is called the prescribed part of the company's net property available for the satisfaction of unsecured debts. The director's statement of affairs estimated that the bank would be paid in full from fixed charge realisations and therefore there was no prescribed part. As detailed above the fixed charge creditor suffered a shortfall of approximately £3,500. There are insufficient funds available for a prescribed part to be made available to creditors in this matter.

The statement of affairs estimated that there were unsecured creditors of £170,216. Unsecured creditors claims received to date total £119,347.

As the position in relation to asset realisations has now been finalised I can now determine that there will not be a dividend available for the unsecured creditors.

#### 5. Receipts and Payments

I include as Appendix A a receipts and payments account to 1 August 2012.

#### 6. Administrator's fees and expenses

The time spent by the Administrator and his staff on this assignment to 1 August 2012 is attached as appendix B. All staff who have worked on this assignment, including cashiers and secretarial staff have charged time directly to this assignment and are included in the analysis of time spent. The cost of staff employed in central administration functions is not charged to this assignment. The work has been categorised into the following task headings and sub-categories:

- **Administration and Planning:** includes case planning and set-up, appointment notification, statutory reporting, compliance, cashiering, accounting and administrative functions.
- **Investigations:** includes reporting on the Directors' conduct, investigating antecedent transactions and other investigations that may be deemed appropriate.

- **Realisation of Assets:** includes identifying and securing assets, sale of business, property issues, activities in relation to other fixed assets, stock, debtors, investments and related legal issues
- **Trading:** includes planning, strategy, preparing and monitoring cashflow and trading forecasts, management of operations, corresponding with suppliers and customers, landlord issues and employee matters including payroll and accounting for trading
- **Creditors:** includes creditor set up, communications and meetings, reviewing and agreeing preferential and unsecured claims, retention of title issues and recording and progressing employee related claims

The range of charge out rates for the separate categories of staff are based on our normal charge out rates. These rates are summarised below:

Grade			Rate £ per hour
Partner			£225 - £345
Manager			£175 - £260
Administrators			£75 - £135
Employment Rights Act			£85 - £130
Department			
Cashier			£85 - £130
Secretarial			£65-£80

The Administrator was authorised by the creditors at the meeting of creditors to draw fees on a monthly basis based on his time costs. In addition the Administrator was authorised to draw £7,850 in relation to pre-appointment costs. Time costs drawn to date are £7,850 in relation to pre-appointment costs and £23,000 in relation to Administrators time costs.

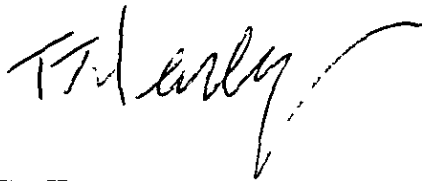
## 7. Future Reporting

In accordance with Rule 2.47 of the Insolvency (Amendment) Rules 2003, I must provide creditors with my next report by the end of January 2013 should the Administrator's proposals not have been concluded by that date. I will however be contacting creditors before that date regarding closure of the Administration.

## **8. Conclusion of the Administration**

The Administrator's proposals have now been completed and consequently subject to dealing with some administrative matters the Administrator will now conclude the Administration. Once these outstanding matters have been dealt with the Administrator will take the necessary steps to dissolve the Company. This will be forwarded to creditors in due course.

For and on behalf of Contact Print Solutions Limited

A handwritten signature in black ink, appearing to read 'T J Heaselgrave', with a long, sweeping horizontal stroke extending to the right.

**T J Heaselgrave**  
**Administrator**

**The Administrator acts as agent of the Company and without personal liability  
The affairs, business and property of the Company are being managed by Timothy  
James Heaselgrave, who was appointed Administrator on 1 February 2012**

# Appendix A

## CONTACT PRINT SOLUTIONS LIMITED - IN ADMINISTRATION ADMINISTRATORS RECEIPTS AND PAYMENTS ACCOUNT TO 1 AUGUST 2012

Directors Statement of Affairs £		£
	<b>RECEIPTS</b>	
8,500 00	Stock	8,500 00
1,500 00	Office equipment etc	1,500 00
29,000 00	Work in progress/customer contracts	29,000 00
1,000 00	Goodwill/ intellectual property	1,000 00
11,320 94	Surplus from factored debtors	0 00
10,000 00	Debtors not subject to factoring agreement	1,481.32
	Bank interest	2 77
	VAT refund	4,507 57
<u>60,320 94</u>		<u>45,991 66</u>
	<b>PAYMENTS</b>	
	Specific bond	180 00
	Pre-appointment costs	7,850 00
	Office holders fees	23,000 00
	Agents fees	675 00
	Legal fees	2,000 00
	Statutory advertising	153.00
	Insurance of assets	280 63
	VAT	6,735 60
		<u>40,874 23</u>
	<b>Balance in hand</b>	<u>5,117 43</u>

# 127005 Contact Print Solutions Limited

## SIP 9 - Time & Cost Summary

Period 01/02/12 01/08/12

## Appendix B

### Time Summary

Hours						Time Cost (£)	Average hourly rate (£)
Classification of work function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours		
Administration & planning	0 00	43 00	0 00	13 50	56 50	12,835 00	227 17
Investigations	0 00	5 00	0 00	0 00	5 00	1,300 00	260 00
Realisations of assets	0 00	31 00	0 00	2 50	33 50	8,310 00	248 06
Trading	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Creditors	27 00	21 50	0 00	1 00	49 50	15,035 00	303 74
Total Hours	27 00	100 50	0 00	17 00	144 50	37,480 00	259 38
Total Fees Claimed						0 00	