



COMMERCIAL DEBT RECOVERY INSTRUCTION FORM

1. Your Details

Name:

Address:

Telephone Number:

Reference:

2. Debtor's Details

Name:

Address:

Telephone Number of Debtor:

Fax Number of Debtor:

Type of work/business carried out by the Defendant:

3. Details of Debt

Amount of Debt:

Evidence of Debt:
(please attach copies of outstanding invoices)

Date Invoice Sent to Debtor:

Part Payment received?

Details of how the debt has been incurred e.g. services/goods supplied to Debtor
Please provide details of what was supplied and when it was supplied/delivered to Debtor:
(continue on another sheet if necessary)

Date Debtor first requested good/services be supplied/provided by you:

Please attach a copy of any relevant terms and conditions.

PLEASE RETURN THE COMPLETED INSTRUCTIONS BY FAX OR EMAIL TO:

FAX: 0161 941 4411

EMAIL:lawyers@neilmyerson.co.uk

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