

INSTRUCTIONS FOR COLLECTION

Debtor: name and address		Service or goods supplied	Period / date of supply	Reference number
			Original amount	Amount owed to you
D.O.B.	Phone:	Collection costs recoverable *: Yes No		
		Disputed: Yes No	Invoices attached: Yes No	
Email address:		Notes:		

Debtor: name and address		Service or goods supplied	Period / date of supply	Reference number
			Original amount	Amount owed to you
D.O.B.	Phone:	Collection costs recoverable * Yes/No		
		Disputed Yes/No	Invoices attached Yes/No	
Email address:		Notes:		

Debtor: name and address		Service or goods supplied	Period / date of supply	Reference number
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D.O.B.	Phone:	Collection costs recoverable * Yes/No		
		Disputed Yes/No	Invoices attached Yes/No	
Email address:		Notes:		

Your details	Company name:		Contact name:	
	Address:		Phone:	Fax:
			Email address:	
			Dated:	
	Bank Account Number:	<input type="text"/>	Please sign:	

*If you have ticked YES for collection costs recoverable, please provide a copy of your terms of trade