



Instruction to Collect a Debt

Your Details:

Name:

Address:

Company Registration Number (If Applicable):

Debtor Details:

Name:

Address:

Company Registration Number (If Applicable):

Telephone Numbers (Include any Mobile if known):

Email:

Amount of Debt:

Nature of Debt eg. Goods/Services:

Invoices:

(If a single invoice, please fill out the information below. If multiple, please attach the invoices and a current statement of the account)

Date:

Invoice Number:

Due Date:

Invoice Amount:

Additional Information:

Payment Terms (please select one):

(if other please specify):

Charge Basis (please select one):

Please attach copies of invoices and account statements if possible.

By signing below, you certify that you confirm receipt and accept our terms and conditions.

Sign:

Print:

Date:

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