

INSTRUCTION FOR DEBT COLLECTION

About You	
Your Name	
Company/Organisation	
Position	
Postal Address	
Email Address	
Telephone Number	
Fax Number	

About Your Debtor	
Debtor's Name	
Debtor's Address	
Debtor's Company Number (if any)	

About the Debt	
Brief Details of Goods and or Services Supplied	
Amount Outstanding	£ (please send copy invoices)
Written Terms of Business?	Yes/No (if yes please send a copy of those)
Is the debt disputed so far as you are aware?	Yes/No (if yes, please telephone Sarah Payne to discuss further)

Reason for instructing Barr Ellison	
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We will require proof of your identity in the form of either a passport or photocard driving licence and a utility bill addressed to you and dated within the last three months. You can either call into our offices with this documentation or provide us with a copy certified by a solicitor local to you.

Please enclose a cheque payable to Barr Ellison LLP for £58 plus VAT.