

**INSTRUCTION FOR DEBT COLLECTION**

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

<b>About Your Debtor</b>	
Debtor's Name	
Debtor's Address	
Debtor's Company Number (if any)	

<b>About the Debt</b>	
Brief Details of Goods and or Services Supplied	
Amount Outstanding	£ (please send copy invoices)
Written Terms of Business?	<b>Yes/No</b> (if yes please send a copy of those)
Is the debt disputed so far as you are aware?	<b>Yes/No</b> (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 photo-card driving licence and a utility bill addressed to you and dated within the last 3 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.

**making life go your way**

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