

Debt Recovery Instruction Form

Fields marked with a * must be completed.

Your details

From / Contact name

Position in Company

Company / Business Name and Address

Business Sector

Telephone Number

Fax number

Email

Web address

How many employees do you have?

How many offices/sites do you have?

Preferred contact method

Debtor Details

Status

Name

Telephone

Address

Invoice information

Please supply the information below - this is essential

Please enter the number of invoices

How many invoices?

Payment details

Total amount outstanding

Payment Terms (days)

Was your debtor dealing with you in the course of their business? Yes / No

Do you charge Contractual Interest?

How did you hear about us?