

Instruction Form - Letter Before Action & Debt Recovery

working
with you,
for you

Stephensons

Instruction form

Your details (existing clients - please complete your company name only)

From/Contact name	
Position in company	
Company/business name and address	
Telephone number	
Fax number	
Email	
Web address	
How many employees do you have?	
How many offices/sites do you have?	
Are you happy to receive marketing information about related products and services from Stephensons?	<input type="checkbox"/> Yes <input type="checkbox"/> No

What sector is your business in?

Accountancy	<input type="checkbox"/>	Automotive & Road Transport	<input type="checkbox"/>	Banks/Funders	<input type="checkbox"/>
Care Homes	<input type="checkbox"/>	Charities & Other Public Sector	<input type="checkbox"/>	Education	<input type="checkbox"/>
Food	<input type="checkbox"/>	Hotel/Leisure	<input type="checkbox"/>	ICT	<input type="checkbox"/>
Insurance	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Manufacturing & Engineering	<input type="checkbox"/>
Marketing & Media	<input type="checkbox"/>	Packaging & Printers	<input type="checkbox"/>	Pharmaceuticals & Healthcare	<input type="checkbox"/>
Property & Construction	<input type="checkbox"/>	Recruitment	<input type="checkbox"/>	Retail	<input type="checkbox"/>
Security	<input type="checkbox"/>	Sport	<input type="checkbox"/>	Utilities	<input type="checkbox"/>

Details of debtor(s)

Status (please circle)	Plc / Ltd / Partnership / Sole Trader / LLP / Other If other please specify:
Name (If debtor is an individual/sole trader we need their title and full name). If a Ltd company please provide registered number.	
Address & telephone number (please ensure you provide the postcode)	
Please supply the information below or supply statement of account: (this information is essential) Invoice dates Invoice numbers Amount(s) Due date(s)	
Total amount outstanding	
Do you charge contractual interest? (please provide interest rate as per your terms and conditions)	

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If the debtor is an individual/sole trader the following information is essential:

How did the debt arise?	<input type="checkbox"/> Written agreement <input type="checkbox"/> Oral agreement
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Written agreement

What was the date of the agreement?	
Please provide details of the parties to the agreement:	
Do you have a copy of the agreement?	<input type="checkbox"/> Yes
If yes please provide a copy of the agreement	<input type="checkbox"/> No

Oral agreement

Please provide details of the parties making the agreement:	
Details of what was agreed:	
What was the date of the agreement?	
Where was the agreement made?	
Have instalments been offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes please provide details:	

Please attach up to date statements and invoices with your instruction form.

Call us on **0333 344 4885** or email enquiries@stephensons.co.uk
www.stephensons.co.uk