



**F DATE OF INVOICE**

(If more than one date state first and last)  
PLEASE SUPPLY LEGIBLE COPIES

**G IS THERE A WRITTEN CONTRACT** (under which the debt is due)  
PLEASE SUPPLY A COPY

**H DO TERMS AND CONDITIONS APPLY** (if no formal Contract)  
(Either yours or the debtors - PLEASE SUPPLY COPIES)

**I IS THERE A DISPUTE** (or other reason for non payment)  
Please supply details

**J ARE THERE ANY GUARANTORS FOR THE DEBT**  
(Please supply copy Guarantee documents)

**K ACTION**

What do you want us to do? Please tick box.

1. Issue a Claim (Writ/Summons)

2. Statutory Demand

Note: We must write a letter before action (pre-action protocol) before taking action (1 above).

**L COMMENTS AND/OR SPECIAL INSTRUCTIONS**

Note: ANY information on the debtor or his assets is useful e.g. if you know that someone owes him money, debtor's bank details, if he is a known prevaricator etc.