



24 Hour Bailiffs Limited Instruction Form

DEBT/RENT RECOVERY

Please complete the questions below with as much information as possible, that is true to the best of your knowledge regarding the outstanding debt which you are attempting to recover and information regarding the debtor.

Please Note: This information is purely for the purposes of tracing any absconding debtors and for use of the completion of any legal documentation or letters to the debtor. This information will not be used for any other purposes and will not be passed on to any third party, agent or contractor without your prior written consent.

Your Name:

Address:

Contact Telephone Number:

Email Address:

(Please Note: This information will not be used your information to send you any spam email or for advertising purposes unless you specifically request to be added to the mailing list of 24 Hour Bailiffs Limited).

Name of Debtor:

Are they a:

Company, Individual, Partnership, LLP, Other (please delete as appropriate).

If they are a Company are they currently trading?

Yes/No/I do not know (please delete as appropriate).

Address:

Contact Telephone Number:

Email Address:

Person/Point of Contact you have previously been dealing with in respect of the debt at the debtor company (if required).

Please provide any other information you feel may be useful/necessary to help us in contacting the debtor i.e alternative addresses, contact numbers, vehicles and registration numbers:

Amount Outstanding:

Interest Claimed (If any):

Please describe how the debt was accumulated:

When was the debt due:

Please provide proof of the debt (i.e invoices, statements, agreements)

Please attach any of the documents stated above to this instruction form.

Please attach any of the documents regarding any efforts made to recover the debt to this instruction form i.e. any letters/emails sent to the debtor.

Please Note: This information will not be used for any other purposes other than the instructions of the client and will not be passed on to any third party, agent or contractor without your prior written consent.

I confirm that the information provided above is true to the best of my knowledge. I confirm that on instructing 24 Hour Bailiffs Limited I am agreeing to their terms and conditions and agreed fees, as provided.

SIGNED:

NAME:

DATED:

On completion of this instruction form, please return to 24 Hour Bailiffs Limited by email at info@24hourbailiffs.com Should you have any queries regarding the questionnaire, please do not hesitate to contact us on 01227 750 966 and one of our specialist advisors will be happy to assist you.