

**INSTRUCTION FORM FOR SENDING 30 DAY LETTER BEFORE ACTION TO
A SOLE TRADER OR AN INDIVIDUAL**

TO: Steve Greenwood
GREENWOOD & CO SOLICITORS, 16 BIRMINGHAM ROAD, WALSALL WS1 2NA TEL 01922 618890
EMAIL: claim@greenwoodandco.com WEB ADDRESS: www.greenwoodandco.com

CLIENT NAME: _____

ADDRESS: _____

CONTACT NAME: _____

TEL NO: _____ EMAIL ADDRESS: _____

DEBTOR DETAILS:-

FULL NAME OF BUSINESS/INDIVIDUAL _____

OWNER'S NAME (IF A BUSINESS) _____

ADDRESS: _____

AMOUNT DUE: _____ YOUR ACCOUNT REFERENCE: _____

INVOICE DETAILS (IF NOT CLEAR FROM STATEMENT OF ACCOUNT):

<u>DATE</u>	<u>AMOUNT</u>	<u>INVOICE DUE DATE</u>
-------------	---------------	-------------------------

PAYMENT TERMS: COD/ 30 DAYS/END OF FOLLOWING MONTH/60 DAYS/90 DAYS/OTHER _____ *(please specify)*

HOW WAS DEBT INCURRED:-

1. GOODS SOLD
2. WORK DONE AND MATERIALS SUPPLIED
3. SERVICES RENDERED
4. DISHONoured CHEQUE
5. GOODS HIRED
6. OTHER _____ *(please specify)*

IS THIS A TRADE DEBT OR IS IT A PERSONAL DEBT?

PLEASE TICK EITHER:-

ISSUE A 30 DAY LETTER FIRST

ISSUE PROCEEDINGS IMMEDIATELY (A "30 DAY LETTER" WARNING THAT PROCEEDINGS WILL BE ISSUED IN DEFAULT OF PAYMENT MUST BE DONE EITHER BY YOURSELVES OR GREENWOOD & CO PRIOR TO ISSUE OF PROCEEDINGS)

REQUIREMENTS OF THE PRE-ACTION PROTOCOL INTRODUCED 1ST OCTOBER 2017

1. Do you wish us to include late payment compensation charges and interest on our claim letter? (We will calculate the appropriate compensation charges (which can be significant) and interest if you wish (for which a separate charge is payable to us). YES / NO

2. Does the debt arise from an *oral* agreement? If so, who made the agreement, what was agreed (including as far as possible, what words were used) and when and where was it agreed.

3. If the debt arises from a *written* agreement, please confirm the date of the agreement and the parties to it. (Please confirm whether or not you have a copy of the agreement as the debtor is entitled to ask for a copy).

Cont/d.....

4. If regular instalments are currently being offered by or on behalf of the debtor or are being paid, an explanation is required as to why the offer is not acceptable.

5. Details of how the debt can be paid are required e.g. the method of and address for payment including your bank details.

6. Please attach an up to date statement of account for the debt.

ANY OTHER RELEVANT INFORMATION PLEASE?
