

NEW INSTRUCTION FORM

CLIENT NAME: _____

ADDRESS: _____

CONTACT NAME: _____

TEL NO: _____ FAX NO: _____

EMAIL ADDRESS: _____

TO: Steve Greenwood
GREENWOOD & CO SOLICITORS, 16 BIRMINGHAM ROAD, WALSALL WS1 2NA
FAX NO: 01922 720290 TEL NO: 01922 618890
EMAIL: claim@greenwoodandco.com WEB ADDRESS: www.greenwoodandco.com

DEBTOR DETAILS

FULL NAME OF BUSINESS _____

OWNER/S NAME IF KNOWN _____

ADDRESS: _____

LIMITED COMPANY **YES/NO** IF YES, COMPANY REGISTRATION NUMBER (If known) _____

AMOUNT DUE: _____ YOUR ACCOUNT REFERENCE: _____

MONTHLY BREAKDOWN OF AMOUNT DUE AND DATE DUE FOR PAYMENT

Jan 20__ £	DUE _____	Feb 20__ £	DUE _____
Feb 20__ £	DUE _____	Apr 20__ £	DUE _____
Mar 20__ £	DUE _____	Jun 20__ £	DUE _____
Apr 20__ £	DUE _____	Aug 20__ £	DUE _____
May 20__ £	DUE _____	Oct 20__ £	DUE _____
Jun 20__ £	DUE _____	Dec 20__ £	DUE _____

PAYMENT TERMS: C.O.D./ 30 DAYS/ NET MONTHLY/ 60 DAYS/ 90 DAYS/ OTHER _____ **(PLEASE CIRCLE)**

HOW WAS DEBT INCURRED:-

GOODS SOLD/WORK DONE AND MATERIALS SUPPLIED/SERVICES RENDERED/DISHONoured CHEQUE/GOODS HIRED/OTHER _____ **(PLEASE CIRCLE)**

NEW RULES

1. ARE YOU AWARE OF ANY DISPUTE? **YES / NO** (IF YES, A SPECIAL "LETTER BEFORE ACTION" IS REQUIRED FOR WHICH YOU WILL NEED TO PREPARE A DRAFT OF THE SUMMARY OF FACTS STATING HOW THE DEBT WAS INCURRED AND ANSWERING THE DISPUTE, AND A LIST OF THE DOCUMENTS IN SUPPORT OF YOUR CLAIM. (IF THE REQUIREMENTS OF THE CIVIL PROCEDURE RULES ARE NOT FOLLOWED, YOU MAY NOT BE ABLE TO RECOVER YOUR COSTS FROM THE DEBTOR).
2. IS THIS A TRADE DEBT OR IS IT A PERSONAL DEBT?

PLEASE TICK EITHER:-

- A) () ISSUE A 7 DAY LETTER FIRST
- B) () ISSUE PROCEEDINGS IMMEDIATELY (A "7 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)

ANY OTHER RELEVANT INFORMATION PLEASE?
