

WRIGLEY CLAYDON SOLICITORS

1. About Yourself

1a. Your Full Name (exact details required). Are you a Sole Trade/Partnership or Limited Company*.

1b. Your Full Postal Address.

1c. If a Limited Company the Registered Office Address if different to 1b above.

1d. Telephone number:

1e. Fax number:

1f. E-mail:

2. About the Debtor

2a. Full Name of Debtor (exact details required).

2b. Is it a Limited Company/Sole Trader or Partnership?*

2c. Full Postal Address of Debtor (Registered office address if Limited Company).

****It is essential that the Debtor is correctly identified. Issuing Proceedings against the wrong party could result in cost penalties for which you would be liable.***

3. The Debt

3a. The total amount of the debt: £

3b.

Invoice Date	Invoice Number	Amount Due	Description of goods/services
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3c. What does the debt relate to?

3d. Have any payments been received. Yes/No

If yes, please give details:

Date: Amount:
Date: Amount:

3e. Have any efforts been taken by you to recover the debt?

Is the debt in dispute?

3f. Have any reasons been given to you as to why the debt has not been paid? Yes/No

If yes, please give full details.

4. Documentation Required

Enclosed

- 4a. Copies of any invoices relating to the debt. Yes/No
- 4b. Copies of any paperwork relating to the debt which may need to
be produced to prove the debt is due to yourself. Yes/No
- 4c. Copies of any communications to and from the debtor. Yes/No
- 4d. Copies of notes of conversations between yourself and the debtor. Yes/No
- 4e. Your copy file of papers. Yes/No
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5. Witnesses

5a. The person or persons who will provide a statement to confirm your case who had **direct** involvement with the debt or debtor.

5b. Full name:

5c. Full postal address.

5d. Telephone number. (Home) (Work)

5e. The nature of their evidence

6. Defence

6a. If this case is defended but could be dealt with by the court on the basis of the papers presented to the court without oral evidence would you prefer this rather than attending a court hearing? YES/NO*

Signed:

Name (printed)

Position with the firm/company

PLEASE FAX OR POST TO

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at
Wrigley Claydon
Solicitors
29/33 Union Street
Oldham, Lancs. OL1 1HH
DX 23607**

**Phone number 0161 624 6811
Fax Number 0161 624 3743**

* delete where applicable