

**Instruction Form for assistance with the recovery of debt:  
Business owes a business**

Use this form to instruct us to pursue a debt on your behalf

Instruction Fee: £30.00 +VAT (DCS will issue an invoice for the fee)

# Debt Collection Service

www.debtcollectionsservice.uk

Please send completed form, and copies of the relevant invoice(s) to:

Debt Collection Service  
Easton Business Centre  
Felix Road  
Bristol  
BS5 0HE

The address above should position correctly for a window envelope or send by email to:  
**office@debtcollectionsservice.uk**

Please assist us by contacting our debtor detailed below.

By signing below, you are also confirming that you are authorised by the business named below to seek assistance with the recovery of the debt(s) detailed below, and that you have sufficient authority to authorise the services of Debt Collection Service Limited.

I confirm that this debt is not regulated by the Consumer Credit Act, and that I have read, understand and agree to be bound by the Terms and Conditions.

Signed: .....

Name: .....

Job Title: .....

Date: .....

Purchase Order No: .....

## Your Company Details

Business Name	
Legal Name	(i.e. Registered Company name, or names of Proprietors if a Partnership)
Address	
Contact Name	
Job Title of Contact	
Telephone	
Email	
Company Registration No	

The contact information above may be passed to the debtor (unless you specify otherwise), so that the debtor can contact you in case of query regarding the sum claimed.

## Debtor Details

Business Name	
Registered Company Name	(if different to above)
Address	
Customer Reference	
Contact Name	(if known)
Job Title of Contact	(if known)
Telephone	
Email	
Additional information	

## Debt Information

Total Debt

Invoice date(s)

Credit Terms

Remember to include copies of the overdue invoice(s) with this form.  
Experience shows that enclosing a copy of the original invoice(s) with our correspondence can speed up the payment process

## Additional Information

- When contacting the debtor, please charge both compensation entitlement and interest.
- Please do NOT telephone the debtor regarding this matter

## Late Payment of Commercial Debts (Interest) Act 1998 (as amended)

The Late Payment of Commercial Debts (Interest) Act 1998 (as amended) and European Directive 2000/35/EC allows you to charge your debtor an additional sum based on the amount of the unpaid invoice(s). The 'Compensation Entitlement' is calculated on each overdue payment (i.e. each invoice), the rates set by legislation are currently: debts up to £999.99 = £40.00, debts £1000 to £9999.99 = £70.00, debts £10,000 + = £100.00. This amount is not VATable.

The legislation also enables businesses to charge interest on business to business debt. This is calculated at 8.00%pa above the relevant Bank of England base rate (calculated daily from the date each invoice became overdue). We will calculate this and add it to the debt. For further information, see [www.debtcollectionsservice.uk/interest](http://www.debtcollectionsservice.uk/interest)

Further information on Compensation Entitlement and interest charges is available at [debtcollectionsservice.uk/legislation](http://debtcollectionsservice.uk/legislation)

Following payment of the debt (or part of the debt) DCS will charge 90% of the 'Compensation Entitlement' charge paid, plus 90% of any interest paid on the debt, plus 100% of any "Additional Debt Collection Costs" paid by the debtor. Alternatively, DCS will charge the client 22% of the sum recovered from your debtor.

## Marketing Information

How did you hear about Debt Collection Service?

## Bank details

We will ask your debtor to make payment direct to your bank account. This helps to ensure you receive funds promptly and helps to assure the debtor that the payment cannot be misappropriated by DCS. Please provide us with your bank account details.

Bank Sort Code:   -   -

Bank Account number:

Name of account holder:

## Terms and Conditions

### 1. Instruction

By completing and submitting this form, you confirm that you are irrevocably seeking the assistance of Debt Collection Service Limited (referred to below as "DCS") to collect the debt(s) referred to.

You are also confirming that the signatory to this form is duly authorised to enter in to this agreement with DCS, and that you have authority to pass personal information regarding the debtor (including information on employees of the debtor) to DCS.

You authorise (on behalf of your company/business if appropriate) DCS to pursue the debt as they see fit within the parameters of the law.

### 2. Charges

The initial instruction fee for this matter is £30.00.

The 'success fee' shall be either: a) 90% of any interest charges plus 90% of any compensation charges collected from the debtor plus 100% of any "Additional Debt Collection Costs" paid by the debtor, or b) 22% of the sum recovered.

Any payments made direct to the client, or to a third party, after DCS has been instructed shall be subject to the same charges.

Charges shall be subject to Value Added Tax at the appropriate rate.

### 3. Termination

DCS will have the sole discretion in deciding whether to cease pursuing a debt. DCS will make any such decision based on their experience and anticipated prospects of being able to effectively recover the debt. DCS shall need the co-operation of the client to provide relevant information to enable the debt to be pursued. It may be necessary for DCS to terminate pursuing a debt if the client ceases to co-operate with DCS; if this should occur DCS shall levy an administrative charge of £50.00 in addition to the other specified charges.

### 4. Court Proceedings

DCS will only commence court proceedings (i.e. County Court) on the specific instructions of the client. Any costs in association with the court proceedings (including fees levied by HM Courts & Tribunals Service) shall be payable by the client, and will normally form part of the claim against the debtor. DCS will provide relevant documents etc to the client to assist the client to represent themselves in court if necessary. DCS will discuss charges for preparing documentation for the County Court before these are drafted. DCS is not able to represent clients in court.

### 5. Enforcement

DCS sometimes use the services of a third party (i.e. High Court Enforcement Officer or County Court Bailiff) to collect debts after the granting of a County Court Judgment (or similar) against the debtor. Any instruction fees charged by the third party will need to be paid by the client. Other charges levied by the third party will either be paid by the debtor or the client.