

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



Debt Collection Service

www.debtcollectionsservice.uk

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

Instruction Fee: £30.00 +VAT (You will be invoiced for the fee)

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 DL window envelope or send by email to:
office@debtcollectionsservice.uk

Please assist us by pursuing the debt 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 on page 2.

Signed:

Name:

Job Title:

Date:

Purchase Order No:

Your Company Details

Business Name	
Business 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

Name	
Address	
Customer Reference	
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.

It is also helpful if you can provide an account statement

Experience shows that enclosing a copy of the original invoice(s) with our correspondence can speed up the payment process

Your 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.

Your Bank Sort Code: - -

Your Bank Account number:

Your Name of account holder:

Marketing Information

How did you hear about Debt Collection Service?

Additional Information

Date of Invoice(s):

Date(s) we wrote to debtor reminding them of overdue account:

Additional Notes / Comments:

Attach details if you prefer

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 20% 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.