

DEBT RECOVERY INSTRUCTION SHEET

FROM: _____

CONTACT NAME: _____ **TEL NO:** _____ **E-MAIL:** _____

1 **DEBTOR NAME:** _____

2 **TRADING NAME (IF ANY):** _____

3 **LEGAL STATUS:** LTD Co. Partnership LLP Sole Trader
Other (please specify) _____

4 **TRADING ADDRESS:** _____

5 **REGISTERED OFFICE (LTD CO.):** _____
_____ **COMPANY NUMBER:** _____

6 **HOME ADDRESS (SOLE TRADER):** _____

7 **NAMES AND HOME ADDRESSES OF ANY PARTNERS (IF PARTNERSHIP):** _____

8 **ACTION:** 7-day demand letter 3-day demand letter Statutory Demand
Abbreviated Statutory Demand immediate court action

9 **SUM DUE:** _____

10 **DOCUMENTS IN SUPPORT:** invoices statement
OTHER DOCUMENTS (OPTIONAL): credit application debtor's letterhead
OTHER: (please specify) _____

NOTE ON PROTECTIVE MEASURES: If you believe your debtor may be approaching insolvency, interim protective measures may be available at the outset of or during any court action. This is known as "diligence on the dependence" or "interim diligence". If you wish to consider this option please contact us by telephone as soon as possible.

Please send your instruction sheet and supporting documentation to us as soon as completed:

by e-mail: kristine.smith@brodies.com
by fax: 0141 221 9270
by post: Debt Recovery, Brodies LLP, 2 Blythswood Square, Glasgow, G2 4AD
by Document Exchange: DX GW11