



To: Lee Peckham

YOUR DETAILS

60-66 Lugley Street, Newport, Isle of Wight, PO30 5EU / lp@roachpittis.co.uk

Your contact name:

Your business name:

Your business address:

Your telephone number:

Your reference (accounts):

Your email address:

THE CLAIM IS FOR (please tick)

Goods not paid for

Services not paid for

Other (please specify)

DEBT

Amount Outstanding:

Period over which debt incurred:

Payment time limit in terms (eg 14 days from invoice)

Contractual interest rate *

Any other relevant terms

THE DEBTOR IS (please tick)

*Unless you specify otherwise, we shall claim statutory interest.

A limited company please supply company name and number if known:

An individual please supply full name:

A partnership/firm please supply full names of all the partners as well as partnership name:

DEBTOR'S DETAILS:

It is important to include the names of all partners as well as the business/trading name since proceedings will be issued against them personally as well as in the business name.

Contact name:

Debtor's telephone number:

Debtor's reference and email:

Debtor's address:

Please enclose/provide the following:

Copy invoice and/or statement

Copy terms and conditions

Any information or communications (eg emails, letters or records of conversations) relevant to the claim including any dispute/defence/query raised by the debtor



DEBTOR PROFILE

To the best of your knowledge, please provide as much information about the debtor as possible to assist us with the enforcement stage:

If debtor is an individual:

Married/Civil Partnership

Cohabiting

Single

Number of dependents and approximate ages:

Employed? By whom? Address?

Self-employed? Registered address:

Other relevant details as to income:

Company or partnership: approximate size: Copies of accounts: Other relevant information

GENERAL INFORMATION:

Are you aware if the debtor owns property? Address: Sole or joint ownership?

Vehicles? Description and registration number? Approximate age and value?

Other assets?

Other income streams/savings/capital aware of?

Aware of any other debts? To whom? Approximate value?

Aware of any of the debtor's bank accounts? Branch: Sort code: Account number:

I accept your terms of business and charges. Please take the following action:

Letter before action. If no response, issue proceedings

Issue County Court proceedings immediately

I have judgment, take enforcement action

Other (please specify)

Your signature:

Date: