

# C&L COLLECTIONS

## **DEBT RECOVERY INSTRUCTION FORM**

**E-Mail** to: [admin@corporateandlegal.co.uk](mailto:admin@corporateandlegal.co.uk)  
cc [clientqueries@corporatendlegal.co.uk](mailto:clientqueries@corporatendlegal.co.uk)

**1. Please complete the form below with as much information as possible:**

Your Name:	
Your Firm's Name:	
Your Telephone Number:	
Your Extension Number	
Your Email Address - to send the report to:	
Your Email Address to send the invoice to:	
Your File Reference No:	

**2. Please indicate the type of search you would like :**

TRACE ONLY

TRACE & PRE-SUE

VISITATION

COLLECT ONLY IF ADDRESS CONFIRMED

TRACE AND COLLECT

**3. Details of the person you wish to trace or trace & collect on :**

First Name:	
Last Name:	
Date of Birth:	
Telephone number (H)	
Telephone number (M)	
<b>Last Known Address</b>	
<b>Other Addresses / Next of Kin</b>	

