## C&L COLLECTIONS

## **DEBT RECOVERY INSTRUCTION FORM**

E-Mail to: <a href="mailto:admin@corporateandlegal.co.uk">admin@corporateandlegal.co.uk</a> clientqueries@corporatendlegal.co.uk

## ${\bf 1.} \ \ {\bf Please\ complete\ the\ form\ below\ with\ as\ much\ information\ as\ possible:}$

Your Name:

Your Firm's Name:

	Your Telephone Number:				
	Your Extension Number				
	Your Email Address - to send the re				
	Your Email Address to send the inv	oice to:			
	Your File Reference No:				
	2. Please indicate the type of sear	ch you wo	ould like :		
	TRACE ONLY	TRACE &	PRE-SUE	VISITATION	
COL	LECT ONLY IF ADDRESS CONFIRME	O	TRACE AND C	OLLECT	
	3. Details of the person you v	vish to tra	ce or trace & col	lect on :	
	First Name:				
	Last Name:				
	Date of Birth:				
	Telephone number (H)				
	Telephone number (M)				
	Y 477				
	Last Known Address				
	Other Addresses / Next of Kin				

## **ADDITIONAL INFORMATION**

Amount and Breakdown of debt to be recovered:
Notes
Notes
Any Further information :

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