

# Debt Recovery

## Instruction Sheet – Commercial Litigation Team

### Your Details

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms
Name	
Name of Company (if applicable)	
Position at Company (if applicable)	
ACN (if applicable)	
Address	
Postal Address <input type="checkbox"/> Same as above	
Phone	
Mobile	
Fax	
Email	

### Debtor Details

Name	
Name of Company (if applicable)	
Position at Company (if applicable)	
ACN (if applicable)	
Address	
Postal Address <input type="checkbox"/> Same as above	
Phone	
Mobile	
Fax	
Email	

### Debt Details

Amount Outstanding	
How long has it been overdue	
Date of Instruction (today's date)	

Please attach a copy of outstanding invoice / contract / agreement / purchase order and relevant correspondence with the debtor

PLEASE SEND TO RACHAEL KEYES BY FAX ON (02) 4943 3657  
OR EMAIL: [rkeyes@turnbullhill.com.au](mailto:rkeyes@turnbullhill.com.au)



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