

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
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		
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 email: rkeyes@turnbullhill.com.au