

DEBT RECOVERY INSTRUCTION SHEET

COMMERCIAL LITIGATION TEAM



Your details			
Title	☐ Mr ☐ Mrs ☐ Ms		
Name			
Name of company (if applicable)			
Position at company (if applicable)			
ACN (if applicable)			
Address			
Postal address	☐ 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	☐ 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