

TO: Back to Black Limited FROM:
P O Box 15 077
TAURANGA 3144

INSTRUCTIONS TO RECOVER DEBTS

This form is to provide Back to Black Limited with all the details you have about the person or entity which owes YOU money

Debtor/s Name in full:

- (i) If a Partnership, please provide names of all partners on a separate sheet and the trading name of the partnership
- (ii) If a Company, please provide the exact name of the company

Address in full:

- (i) If a Partnership, the address of each partner
- (ii) If a company, the operating address of the company

Occupation:

Date of Birth:

Telephone Number(s):

Goods and/or services supplied:

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(Full details are required. If a combination of goods and/or services, please specify each)

Date of supply of goods and/or services:

Total sum of goods and/or services supplied: \$.....

Payments Received: (include dates)

Balance now due: \$.....

Please provide copies of all invoices and the credit application completed by your debtor (if available)

Signed:

Please sign this form and write your name in block letters as well

Date:

It would be appreciated if you took a bit of time to complete this form in full