

Eoin O'Connor and Company Solicitors

DEBT COLLECTION INSTRUCTION SHEET

Client Name: _____

Address: _____

*Registered
Address (if
different)* _____

Contact Name _____

Telephone No _____

Fax No _____

Email Address _____

Debtor Details

(Please note that it is vitally important that legal proceedings are entered under the correct debtor name)

Is the debtor a Limited Company/ Sole Trader/ Partnership/ Individual?

*1. If a Company:
Registered Office
Address* _____

*Trading Address
(if different)* _____

Is there a Personal Yes
Guarantee in place? No

If yes, Name of Guarantor: _____
Address: _____

2. If an Individual/Sole Trader/Partnership:

Debtors Name: _____

Debtors Address: _____

Debt Details

Balance Due: p_____

(if debt due is in any other form of currency please specify)

Date final balance fell due: _____

Nature of debt: _____

(e.g. repairs/supply of goods/services)

Is the account disputed? Yes _____ No _____

Any Credit Limit

applicable? (If so, _____

please specify)

N.B - Kindly furnish copies of any relevant correspondence with debtors, invoices, statements and Personal Guarantees (if applicable) upon which the abovementioned debt has arisen

Interest

N.B please read the explanatory note on Interest before completing this section

Is interest recoverable? _____

Signed: _____

Capacity _____

Date: _____

AUTHORISATION

(1)

I hereby appoint and irrevocably authorise, Eoin O' Connor and Company Solicitors, 16 South Main Street, Naas, Co Kildare as my Agent for the purposes of the Bills of Exchange Acts and I further appoint and irrevocably authorise the firm to endorse and lodge any cheques, Bills of Exchange, negotiable or non-negotiable instruments to the firm's Client Account or to any other Bank Account in respect of which the firm is bound by a duly authorised Undertaking.

(2)

I further authorise the firm to retain such funds as are deemed necessary to discharge my liability in respect of charges due by me to the firm and to recover such charges out of the monies retained in Client Account when the charges have been ascertained by taxation of costs or by agreement pursuant to Section 68 of the Solicitors Amendment Act 1994.

Dated the day of 20

Signed: _____

Capacity _____

Office Use Only

Client

File No.

Fee Earner: