DEBT COLLECTION- Instruction Sheet

*Please complete this instruction sheet for* ***each*** *individual matter*

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| 1. **NAME OF ALL DEBTORS/PERSON OF INTEREST**
 | - |
| **2- ALL CONTACT DETAILS OF DEBTOR – e.g MAILING ADDRESS, EMAIL ADDRESS, PHONE NUMBERS**  | -------- |
| **3- AMOUNT OWING/TO BE COLLECTED** | - |
| **5- PLEASE PROVIDE ANY ADDITIONAL NOTES THAT MAY BE RELEVANT FOR OUR COLLECTION AGENT** - |
| **PLEASE PROVIDE PROOF OF ANY PAYMENTS YOU HAVE ALREADY RECEIVED INCLUDING THE DATES RECEIVED. e.g VIA BANK STATEMENTS/SCREENSHOTS***If we are not advised of any funds already being paid, we will attempt to collect on the amount in section 3.* |