

**Debtors Details**

Debtors full Name or Company Name:

Debtors current or last Address known:

  

Debtors Date of Birth:

Debtors Phone Number:

Debtors Work Number:

Debtors Cellphone Number:

Debtors Vehicle Registration No:

Debtors Employer:

Debtors Occupation:

Debtors Next of Kin Details:

  

Do your terms of trade allow collection costs to be added?

Yes / No

Do you have signs up in Office / Workshop to allow Collection Costs to be added?

Yes / No

Collection costs can only be added to the debt if you have a signed agreement with the debtor or the debtor is aware of extra costs at the time the job is done if not paid on time. **YOU CANNOT ADD COLLECTION COSTS TO THE INVOICE AFTER THE WORK HAS BEEN COMPLETED.****Amount Owing:****Date Incurred / Invoice Date:****Brief Description of the Goods or Services Provided:**  
  
**Collection instructions:**

<input type="radio"/> Send demand letter and make phone calls	<input type="radio"/> Agent to Visit Debtor
<input type="radio"/> Commence Immediate Court Action	<input type="radio"/> Wish to trace debtor
<input type="radio"/> Serve attached Documents	<input type="radio"/> Complete and Serve Company wind up notice (289)
Is this account disputed?      Yes / No	

**Client Details**

Your Name or Company Name:

Your address:

Your phone number:

Your Email Address:

Your bank account details

I / We hereby authorise Creditmens Nelson Ltd to act as agents in the recovery of all debt collection matters. We also agree and understand that all monies collected either by Creditmens Nelson Ltd or paid direct to us (client) will attract commission of 25% plus GST. We also acknowledge there will be an initial charge of \$20.00 plus GST.

I/We have read and accept the terms of trade as published on your website [www.creditmensnelson.co.nz](http://www.creditmensnelson.co.nz)

Signature (signed by or on behalf of the Client)

Contact Person:

Date:

**Please attach/enclose any relevant documentation pertaining to this overdue account.**

Overdue Accounts: Creditmens Nelson reserves the right to charge overdue fees and collection costs on all accounts not paid by due date.