



Debt Recovery Instruction – Purchase Order

Name of Debtor:	<input type="text"/>		
Address:	<input type="text"/>		
Telephone:	<input type="text"/>	Email:	<input type="text"/>
Sum O/S	<input type="text"/>	Your Ref	<input type="text"/>
Debt Originally Due By:	<input type="text"/>	No. Invoice O/S	<input type="text"/>
Attached Info:	<input type="checkbox"/> Statement of Arrears	<input type="checkbox"/> Invoices	<input type="checkbox"/> Additional Supportive Info.
Interest to be Added as per TOB / Lease	<input type="text"/>	Do you require:	Pre-Sue Report: <input type="checkbox"/> Yes <input type="checkbox"/> No Credit Report: <input type="checkbox"/> Yes <input type="checkbox"/> No

Customer/Creditor Information:

Name of Customer:	<input type="text"/>
Address:	<input type="text"/>
Services:	<input type="text"/>
Fees:	<input type="text"/>

By signing this Purchase Order you agree to Strikes Bailiffs standard terms and conditions as attached to this Purchase Order and any additional terms and conditions set out overleaf in this Purchase Order. In the event of inconsistency with Strikes standard terms and conditions and any additional terms and conditions set out in this Purchase Order, the terms of this Purchase Order shall prevail.

You warrant that you have the authority to bind the Customer to this Purchase Order. You agree to inform Strikes if you receive any payments or communications directly from the Debtor.



Name of Authoriser

Position:

Signature:

Dated:

Payment Details
For monies
Recovered:

Bank:

s/c:

a/c

By instructing and signing this form you agree that we may share this information with our partner agencies to facilitate the collection of this debt.

Additional Terms & Conditions of Debt Recovery – Defended & Non-Defended Instructions.

1) General :

1.1 Defined Terms used in these Additional Terms and Conditions shall have the same meaning given to them in the Supplier's Standard Terms and Conditions as attached to this Purchase Order.

2) Fees :

2.1 The Supplier will undertake all debt collection instructions on a No Collection – No Fee basis.

2.2 Any payment plan that is agreed by the Customer and the Debtor that exceeds a 90 day period will incur an additional 2-5% 'money management' fee payable by the Customer to cover banking, audit and administration costs

2.3 For the avoidance of doubt, the Supplier has no contractual agreement with the Debtor and the Customer is fully liable for the Charges, together with VAT and any expenses reasonably incurred by the Supplier in the performance of the services (including, but not limited to, travelling expenses, statutory fees, court fees) as set out in clause 6 of the Supplier's standard terms and conditions.

2.5 The Supplier has no authority to pursue the Debtor for the Charges and cannot rely upon the Late Payment of Commercial Debt Act.

2.6 The Supplier can set off some or all of the Charges from sums received from the Debtor in accordance with clause 6.4 of the Supplier's standard terms and conditions.

2.7 In the event the Debtor settles the debt, less the Charges for recovery, the Supplier may, at their discretion and in agreement with the Customer, undertake to attempt collection without additional cost to the Customer.

3) Advice :

3.1 Any advice given by the Supplier, or its employees, is based upon experience, and past cases. Advice relates strictly to the provision of Services given by the Supplier.