



CLIENT INSTRUCTION SHEET

Client information

Full client name: _____

Client contact person: _____

Telephone and fax contact: (t) _____ (f) _____

Email: _____

Plaintiff information

Plaintiff name(s): _____

ABN / ACN / BN: _____

Resident address: (individual) _____

Business address: _____

Telephone and fax contact: (t) _____ (f) _____

Email: _____

Debtor information

Debtor name(s): _____

ABN / ACN / BN: _____

Resident address: (individual) _____

Business address: _____

Telephone and fax contact: (t) _____ (f) _____

Email: _____



Debt information

Is a personal guarantee signed?

Yes

No

Copy attached?

Yes

No

Amount of debt:

Nature of debt:

Goods

Services

Goods and services

Other

Is the debt amount disputed?

Yes

No

If yes, basis for dispute:

Supporting documents

Please attach the following categories of supporting documents

Credit agreement

Outstanding invoices

Account statement (summary of debits and credits on account)

Correspondence with debtor regarding debt, including letters of demand

Comments

Please note the following additional information.
