



# REFER A DEBT FAXBACK FORM

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To refer a debt to CCI Legal simply complete this form and fax it back to us together with copies of all relevant invoices on 01766 771 840. Please ensure that ALL the information you supply is correct and that you have included the full name and telephone number of the debtor. Upon receipt of your instruction we confirm receipt and commence the recovery process. If you have any questions about the CCI debt recovery process or would like information about other CCI Legal services please call 01766 771 166 or email us on info@ccilegal.co.uk

new customer  existing customer  CCI client code (if known)

## Your details

Please complete in CAPITAL LETTERS

Company name ..... Position .....  
Contact name ..... Tel .....  
Address ..... Fax .....  
..... Postcode ..... Email .....  
Signature ..... Date .....

## Debtor details (please pursue the following debts)

Please photocopy this sheet to advise of MULTIPLE DEBTS

Debtor name (in full) .....  
Address .....  
..... Postcode .....  
Contact name .....  
Tel ..... Fax .....  
Invoice no ..... Date ..... / ..... / .....  
Invoice no ..... Date ..... / ..... / .....  
Notes/special advice .....  
.....

I confirm that I accept the terms and conditions detailed on the back of this referral.

Standard service  Premier service

Consumer   
Sole trader   
Partnership   
Limited company   
PLC

Total sum to be recovered (excluding late payment fees)  
£

**FAXBACK to 01766 771 840 (with copies of all relevant invoices)**