



Girlfridayz Limited

Business support to SMEs & individual

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Debt Form for Small Business & Self-employed

Date:

Your company details

Contact Name:

Business Name (if applicable):

Address:

Post code:

Email address:

M:

Tel:

Term and condition: Do your term & condition enable the recovery of debt including legal cost. Yes No

Their Details – The debtor details

Contact Name:

Business Name (if applicable):

Address:

Post Code:

Tel:

Mobile:

Email address:

Debt Amount:

Invoice Number:

Invoice Date:

Summary of Debt:

Tracing Service required Yes No

Extra charge apply for tracing service £150

Payment repayment plan offer Yes No

Email completed form to girlfridayz@girlfridayz.com – Please bear in mind we only offer a demand letter service. If unsuccessful in recovering your debt after three reminder letters sent we recommend that you start court proceeding to recover the debt. If it is the case contact a debt recovery company or visit money claim online and make your referral to court online. **Girlfridayz Letter service £30 per letter sent to your debtor. Success rate 70% recovery rate.**

Please attached any additional documentation you feel may be useful i.e.: contract, invoices, account statement etc.