

# Andrew Kingston & Co.

Solicitors

## DEBT COLLECTION QUESTIONNAIRE

Your Name and Address (and registered office if a Limited Company)			
Amount of Debt (£)	Debtor's full name		
Address:			
If address is outside England and Wales, any trading address in England and Wales:			
Is the Debtor a Limited Company? If so, please note that we will need to make a Companies House Search to confirm the Debtor is not dissolved or insolvent, and to obtain the Registered Office address.			YES/NO
Is the Debtor a Trading Name of a Partnership or a Sole Trader? If so, please give the names of the Proprietor, or Partners, if known.			YES/NO
Do you wish us to make a Land Registry Search of the Debtor's address?			YES/NO
Which of the following does your claim relate to?			
Goods supplied and delivered	YES/NO	Goods and services	YES/NO
Dishonoured cheque (please attach copy)	YES/NO	Services rendered	YES/NO
Hire charges	YES/NO	Other (please give details)	YES/NO
<b>Please answer as many of the following questions as you can.</b>			
Does the Debtor own any land or buildings, including leasehold property? IF SO PLEASE GIVE DETAILS:-			YES/NO
Do you have any information about the Debtor's banking arrangements? IF SO PLEASE GIVE DETAILS:-			YES/NO
Do you know if the Debtor is owed money by any other individual or business? IF SO PLEASE GIVE DETAILS:-			YES/NO
If the Debtor is an individual, do you know if they are working, and for whom? IF SO PLEASE GIVE DETAILS:-			YES/NO
Please give any other information that might help us trace the Debtor and enforce a Judgment.			
Please provide a copy of any relevant Terms & Conditions of Trading, the relevant invoices, and a copy of the Contract/Quotation/Order form etc.			