

# henriksen limited

Telephone: 01430 430000 E-Mail: info@henriksen-limited.co.uk  
Authorised and Regulated by The Financial Conduct Authority (Firm Reference Number 688234)

## NEW DEBT INFORMATION

### 1. What is the name of your Business?

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### 2. Who owes you money? An Individual or a Business? Complete one box only.

|  |  |
|--|--|
| <b>Individual – provide the full name and address of the individual, please provide Title, First Names/Initials and Surname (Leave this box Blank if the customer is a business)</b> | <b>Business – provide the full name and address of the business, and any contact name you may have dealt with. Important - if the business is a Limited Company please state this clearly. (Leave this box Blank if the customer is an individual)</b> |
|  |  |

### 3. What Contact Details do you have?

|                    |                    |
|--------------------|--------------------|
| Telephone Number 1 | Telephone Number 2 |
| Fax Number         | Email Address      |

### 4. What does this debt relate to? (For example, an unpaid invoice, personal loan etc.)

|  |                            |                       |
|--|----------------------------|-----------------------|
| Details of Debt (e.g. details of goods supplied, or services provided). <b>Important - please provide a copy of the invoice or agreement</b> |                            |                       |
|  |                            |                       |
| Invoice Number(s) or References  | Invoice Dates or Loan Date | Original Balance<br>£ |

### 5. What is the Balance Outstanding at today's date? (Original Balance above less any payments you have received)

|   |   |                             |
|---|---|-----------------------------|
| £ | If you have received any payment towards this debt, provide details of the last payment you received. Leave Blank if you have not received any payment towards this debt. |                             |
|   | Date of Last Payment  | Amount of Last Payment<br>£ |

### 6. **IMPORTANT - If this debt is disputed in any way, please provide details. If you need more room, please write on the reverse of this form or email additional information to us.**

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| <p><b>Please confirm you have formally advised your customer in writing or by email that this debt is being referred to a debt collection agency and that fees will be added. Yes..... No.....</b></p> |
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### 7. Please confirm this is a valid debt by signing in the box below and send this form to henriksen. We will contact you within 24 hours to confirm we have received this debt.

|        |       |
|--------|-------|
| Signed | Dated |
|--------|-------|