

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

### 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 £

### 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.

<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
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