

# Frantz Gregory & Co

## 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			<b>YES/NO</b>
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.			
Is the Debtor a Trading Name of a Partnership or a Sole Trader?			<b>YES/NO</b>
If so, please give the names of the Proprietor, or Partners, if known			
Do you wish us to make a Land Registry Search of the Debtor's address			<b>YES/NO</b>
<b>Which of the following does your claim relate to?</b>			
Goods supplied and delivered	YES/NO	Goods and services	<b>YES/NO</b>
Dishonoured cheque (please attach copy)	YES/NO	Services rendered	<b>YES/NO</b>
Hire charges	YES/NO	Other (please give details)	<b>YES/NO</b>
<b>Please answer as many of the following questions as you can.</b>			
Does the Debtor own any land or buildings, including leasehold property?			<b>YES/NO</b>
If so, please give details			
Do you have any information about the debtor's banking arrangements?			<b>YES/NO</b>
If so, please give details			

Do you know if the Debtor is owed money by any other individual or business?

**YES/NO**

If so, please give details

If the Debtor is an individual, do you know if they are working and for whom?

**YES/NO**

If so, please give details

Please give any other information that might help us trace the Debtor and enforce a Judgement

**Please provide a copy of any relevant Terms & Conditions of Trading, the relevant invoices, and a copy of the Contract/Quotation/Order form etc.**