**Grant Saw Debt Collection Instruction Form**

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| **Your Name/Company Name:** |  |
| **Your Address:** |  |
| **Your telephone number:** |  |
| **Your email:** |  |
| **Identity of the Debtor (the Individual or business that owes you money):** |  |
| **Debtor’s Address:** |  |
| **Debtor’s email address:** |  |
| **Debtor’s telephone number:** |  |
| **Amount of Debt:** |  |
| **Has interest been added and how has this been calculated:** |  |
| **A brief description as to how the debt has arisen:** |  |
| **Documentation to be sent to us with this form:** | 1. **A copy of the invoice(s).** 2. **Any Terms & Conditions that apply.** 3. **If a debt is disputed, any correspondence which sets out the basis of that dispute.** |

**Please return your completed form by email to [litigation@grantsaw.co.uk](mailto:litigation@grantsaw.co.uk)**