

Letter Before Action

About You

Your Name: (The Claimant)*	
Your Name: (Acting on behalf of the Claimant)*	
Company Name: (If applicable)	
Your Address Line: 1*	
Your Address Line: 2	
Your Town / City:*	
Your Postcode:*	
Your Internal Reference: (If applicable)	
Telephone:*	
Email:*	
Are you VAT registered:*	
If Yes please supply number below	
VAT Number:	

About The Debtor

Name:*	
Company Name: (If applicable)	
Address	
Address Line 1:*	
Address Line 2:	
Town / City:*	
Postcode:*	
Telephone: (If known)	
Any Additional Addresses	
What does the debt relate to?	<i>Example: What the debt is in relation to and how it arose...</i>
Useful Information:*	



Have you previously used any of DCB Legal services before?	Yes / No	If yes, please provide reference number:
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Attachments required:

1. Signed Contract and/or Terms and conditions (if applicable) between the Claimant and the Debtor
 - a. if the above is not available please outline what was verbally agreed in a document and upload
2. Up to date evidence of the debt owed (invoice, bank statements)
3. Attachments of any correspondence between you and the debtor. E.g email, letters etc
4. Please complete the following template - if the debt is related to rent arrears (link to template)

Authorisation

<input type="checkbox"/>	I authorise DCB Legal Ltd of Direct House, Greenwood Drive, Manor Park, Runcorn, Cheshire, WA7 1UG. I have also read, understood and agreed to DCB Legal Terms and Conditions – http://www.dcblegal.co.uk/terms-of-business-instruction
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Print Name	
Signature	
Date	