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TRACE REPORT - INSTRUCTION FORM

Client Name:

Address:

Tel No:

email:

Contact Name:

Job Title:

TRACE REPORT SERVICE - INSTRUCTION FORM

Please complete the following details to instigate reports. Our report will be emailed along with our invoice for £50.00 + VAT per positive report as soon as possible, but no later than 5 days. The Report will include information on the target, a credit check, any County Court Judgments plus as many other details that we can find. The purpose of the Report, in addition to the information found on your target, is to provide a suggested best course of action, which may include writing off the debt, legal action, further recovery procedures, or correctly identifying which entity to pursue.

REMEMBER:

TO INCLUDE FULL DETAILS OF ALL DEBTORS YOU WISH TO BE INVESTIGATED.

Data Protection Considerations: All information is supplied by us strictly for your use only and complies with the current Data Protection Legislation and assumes that you are registered. In addition, if the Report is being sought in connection with the credit vetting of a customer, you are obliged under the Data Protection legislation as in force as at 1/1/2001 to inform your customer that you will be undertaking a credit check on them.

Instruction Authorised By:

PRINT NAME: _____ Signed: _____ Date: _____

ANY QUERIES PLEASE CALL OUR INVESTIGATIONS TEAM

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