

# CHECKLIST

Help us to help you. Please provide us with all the information that you can:

- INVOICES**  
the total amount owed and details of any payments received.
- REMINDERS**  
letters, emails, telephone call details (dated, if possible)
- TERMS OF TRADE**  
or other contracts with your client  
(Letter of Engagement, Credit Application Form)
- THE CLIENT'S FULL NAME**
- THE CURRENT HOME / BUSINESS ADDRESS OF THE CLIENT**
- THE CLIENT'S TELEPHONE NUMBERS AND EMAIL ADDRESS**
- THE CLIENT'S DATE OF BIRTH**  
(if available)