

LEGAL RECOVERIES & COLLECTIONS LTD

New Client Information Form

Any questions regarding this form please contact:

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New Client Information Form

Please Email to: timturner@legalrecoveries.com

PART ONE - Client Contact Information

Company Name

Legal Entity Confirmation (e.g. Ltd)
AND Company number

Correspondence/Trading Address

Post Code

Registered Office Address

Post Code

Website Address

VAT Registration Number

Is your business part of a group of companies? Yes No

Main Contact Person

Job Title

Email Address

Telephone Number

Mobile Number (if applicable)

LRC invoices marked FAO (including name,
direct line & email address.)

Do you require a PO number? Yes No

PO number (if required)

Online Access (Debt Manager)

Are you happy to use our online system for monitoring, submitting cases and communicating with us? (Workflow)

Yes

No

Please confirm the names and email addresses of individuals who wish to use our online system

Name

Email

Name

Email

Name

Email

Name

Email

If more than one user, please state who will be the main 'workflow' user

Name

Ongoing, approximately how many cases per year might you refer to us?

Payment Information (For LRC to remit monies recovered to you)

Bank Name

Branch Address

Post Code

Account Name

Account Number

Sort Code

Email address for remittances to be sent to:

Is your billing address your registered office, trading address or other? Please specify.

First Action

Letter Before Action (Business to Business debts)

1 month pre-legal collections strategy (letters, calls, emails, texts) (Consumer)

Immediate Legal Action (litigation)

If we do not hear from the debtor would you consider litigation after we had advised you of your various options?

Yes

No

Interest

PLEASE SEND US/EMAIL A COPY OF YOUR TERMS OF BUSINESS

Do you have your own contractual interest?

Yes

No

If yes, please provide a copy of your Terms and Conditions of Business. If not and where applicable, LRC will seek to recover monies under the Late Payment Act for commercial or Statutory interest on individual debts. LRC retains 50% of interest recovered.

Auto Authorities (Actions we can take automatically)

Do we have auto authority to undertake a trace and/or status report where appropriate?

Yes

No

Minimum Debt Value

£

Do we have authority to accept instalment offers?

Yes

No

Maximum debt clearance period/Minimum amount

£

Do we have auto authority to discount any debt balances in full and final settlement?

Yes

No

Percentage discount

%

Do you wish us to auto close any cases where there has been no response following the final demand?

Yes

No

If yes, what is the maximum debt value?

£

If there is no response to the final demand/LBA, do we have auto authority to proceed with Insight and Insight Plus reports?

Yes

No

These provide customer information such as any CCJs (satisfied/unsatisfied), Insolvency, number of credit applications, homeownership and employment indicator

If yes, what is the minimum debt value?

£

Debt Information

Are any of the debts Consumer Credit Act regulated?	Yes	No
What are your invoice payment terms?		Days
Have any of your cases previously been with another debt collection agency?	Yes	No
Please specify if you require separate client codes for the different debt types/categories to be referred. If Yes, how many?	Yes	No

Please specify the debt types/categories e.g. Consumer, Commercial:

PLEASE COMPLETE ANTI-MONEY LAUNDERING CONSENT FORM WITHOUT IT WE CANNOT PROCEED TO ACT FOR YOU

General Contact Preferences

The day to day running of your matters will be through our online debt manager (workflow) or email communication already covered in Online Access section above.

Please confirm your preferred method of ongoing contact with regard to non-case specific information.

From time to time we would like to send you newsletters/other information about our products, services, legal updates etc. which we think will be relevant to your business needs.

Email

Phone

Post

You can opt out at any time.