

## **DEBT RECOVERY INSTRUCTION FORM**

To: Doyles Construction Lawyers	Date	
YOUR DETAILS		
Your name, role		
Business Name		
ABN		
Association Membership No		
Business address		
Telephone Number		
E-mail Address		
PLEASE COPY AND COMPLETE THIS FORM FOR EACH PARTY TO WHOM A LETTER OF DEMAND IS TO BE SENT  OTHER SIDE DETAILS  Please provide the following details relating to the other side ie. the person/company you are seeking outstanding funds from. It is important to provide as much detail and to be as accurate as possible as we will address and send the letter of demand by e-mail based on the information you provide below)		
Name		
Business Name		
ABN		
Business address		
Telephone Number		
E-mail Address		
Tick as appropriate	Debt Recovery Other	

## **MATTER DETAILS**

(Please provide as much detail as possible relating to the amount claimed by you, details of work completed and that date that the work was undertaken)

Amount claimed by you (to be included on Letter of Demand)

Brief Description of the work completed

Location of work completed

Approximate date (s) of commencement and completion of works

Do you believe the amount claimed is genuinely disputed by the other side?

Yes No

Additional details about the extent of any genuine dispute

Supporting documents attached

Contract(s)

Invoice(s)

Previous Correspondence
Additional Documentation

Signed

## **INSTRUCTIONS**

I request that Doyles Construction Lawyers will prepare and serve an initial letter of demand using the information provided on this form without seeking further approval and on the basis of their standard cost agreement and cost disclosure. I acknowledge that any further letters of demand and all other legal services will incur a fee for which Doyles Construction Lawyers will provide an estimate and obtain instructions before proceeding any further.

Print Name, Role	
Date	

Please email completed form and any supporting documents to doyles@doylesconstructionlawyers.com

SYDNEY OFFICEMELBOURNE OFFICEBRISBANE OFFICEPERTH OFFICELEVEL 2LEVEL 40LEVEL 27LEVEL 15

 148 ELIZABETH STREET
 140 WILLIAM STREET
 32 TURBOT STREET
 140 ST GEORGES TERRACE

 SYDNEY, NSW 2000
 MELBOURNE VIC 3000
 BRISBANE QLD 4000
 PERTH WA 6000

 P: (02) 9283 5388
 P: (03) 9620 0322
 P: (07) 3034 3333
 P: (08) 9221 5599

www.doylesconstructionlawyers.com

P:1800 888 783

doyles@doylesconstructionlawyers.com

DLAW PTY LTD ABN 99 052 127 349

**QUALITY ASSURED PRACTICE: ISO 9001:2008** 

LIABILITY LIMITED BY A SCHEME APPROVED UNDER PROFESSIONAL STANDARDS LEGISLATION