

National Recoveries & Investigations (NRI) Pty Ltd

(A Member of the AusCollect® Group)

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INSTRUCTION SHEET

CLIENT DETAILS:

Company/Business Name: -

Authorised Person: - Position:

Full name (if individual):

Street Address: -

Postal Address: -

Tel: Fax: Mobile: Email:

DEBT RECOVERY/SKIP TRACE – Debtor Information:

Company/Business name:

Full name (if individual):

Street address (last known):

Tel: Fax: Mobile: Email:

Date of invoice:/...../..... Outstanding amount: \$..... Debtor Banking details:

Type of goods/services provided:

Action required (tick all applicable boxes):

Demand Notice Field Call Legal Action Skip Trace

Note: Please attach a copy of invoice if possible.

DOCUMENT SERVICE – Recipient details:

Full name: DOB:/...../.....

Residential address:

Work or other address:

Phone numbers: Best times:

Other relevant information (family etc)

Signed: Date:/...../.....

Payment Terms

- 1 The Client agrees to pay fees, charges and disbursements for the services requested as specified in the NRI schedule of fees and acknowledge that they have read and understood same.
- 2 The Client agrees that terms of trading with NRI are strictly 7 days net and that an account exceeding this term may be treated as an unpaid debt and therefore subject to recovery fees, charges and disbursements at the rates outlined in the NRI schedule of fees.
- 3 Where a Client's account remains unpaid NRI reserves its right to charge a late payment administration fee (which is currently set at 5% per annum + GST of the outstanding amount) applied daily to the outstanding balance (exclusive of GST) for each calendar month or part thereof that the balance is outstanding.
- 4 If recovery action against the Client is necessary to recover the amount of any unpaid invoice, the Client will also be liable for the applicable payment collection fee specified in the schedule of fees and this additional amount will be added to the total owed by the Client.
- 5 The Client acknowledges that the NRI Terms of Trading also apply to any transaction between NRI and the Client and it is the responsibility of the Client to have read, understood and agreed to the Terms of Trading before engaging the services of NRI.