



JOB REQUEST

DEBTOR DETAILS	
Debtor Full Name	
Company Name (eg Ltd, T/A)	
Contact Name	
Contact Address	
Contact Phone/fax/email	
Date of Birth (if known)	
Next of Kin/Contact Details	
Next of Kin/Contact Details	
Next of Kin/Contact Details	
DEBT DETAILS	
Type of service provided	
Terms & Conditions signed	
Are debt fees and interest applicable (specify)	
Date debt incurred	
Original Amount	
Payments received	
Total Now Due	
Date and value of last payment received	
Payment arrangements or communications to date	
Minimum acceptable arrangement	
NOTES:	
DETAILS ATTACHED	√
Signed Terms & Conditions	
Contract / quote	
Invoice and statement	
Final Demand Letter	

INSTRUCTIONS

We authorise Graphite Enterprises Limited T/A NCI to recover the above debt on our behalf.

Name and Designation: _____

On behalf of: _____ (company)

Signature: _____

Date: _____

Payment to Graphite Enterprises Ltd will be payable on the 20th of the month following invoice. All outstanding balances will incur debt recovery and solicitor fees and be payable by you.