

The THOMAS HIGGINS PARTNERSHIP
INSTRUCTIONS TO SEND LATE PAYMENT
DEMAND LETTER
FAX TO 0151 630 8000
TEL 0151 630 8001

We will send the late payment demand by 1st class mail. At no extra charge we can also send it by email or fax if you provide these details.

From: Name of Sender Client No.

Sender Company

Debtor's Full Name

Debtor's address

Post Code Your Ref (if required)

Debtor's email/fax Email: Fax:

INVOICE DATE	INVOICE NUMBER	TOTAL INVOICE AMOUNT	AMOUNT PAID (IF ANY)	DATE PAID	BALANCE OUTSTANDING
		£	£		£
		£	£		£
		£	£		£
		£	£		£
		£	£		£
		£	£		£
GRAND TOTALS		£	£		£

If you have given a credit for any particular invoice please confirm the balance of the invoice in the Total Invoice Amount column.

BRIEF DESCRIPTION OF GOODS OR SERVICES SUPPLIED:-

TERMS OF TRADING:- INTEREST IS CALCULATED 30 DAYS FROM THE END OF THE MONTH IN WHICH THE INVOICES HAVE BEEN ISSUED. IF YOUR TERMS OF TRADING ARE DIFFERENT PLEASE SPECIFY WHAT THEY ARE

I instruct The Thomas Higgins Partnership to issue a Late Payment Demand. I confirm that accurate invoices as detailed above have been delivered to the debtor and that to the best of my knowledge no genuine dispute or complaint exists. I confirm that the debtor's full name and details are correctly stated and the above is accurate. I also understand that I can request The Thomas Higgins Partnership to issue a Late Payment Demand but I do not have to take the matter any further than that if I do not wish to.

SIGNED..... DATE.....

Please note this is an ALTERNATIVE to our highly successful Letters Before Action.

ONLY use this demand if you are not concerned about your future trading relationship with your customer.

IMPORTANT NOTE

You can only send this demand if the following applies:

- Your debt is for a contract for the supply of goods and services where the purchaser and supplier are BOTH acting in the course of business.
- It does not apply to consumer credit agreements.
- You do not claim any contractual interest in your terms and conditions.
- You have WARNED THE DEBTOR THAT YOU WILL CHARGE INTEREST AND CLAIM COMPENSATION in the event of late payment.
- Currently we only issue late payment demands where your debtor is in England and Wales. You can still send a standard letter before action.

We charge £5.00 + VAT to send **late payment demand**

We charge £2.00 + VAT to send standard **letter before action**