

BUSINESS INFORMATION REPORT (BIR)



CORPORATE ENTITIES

Company Name:
Company Number:
Postcode of Registered Address:
Postcode of Trading Address:

Please complete as many details as possible.

NON-CORPORATE ENTITIES

Business Name:
Name Trading As
(if applicable):
Postcode of
Demise Address:
Full Name of Proprietor 1:
Home Postcode of Proprietor 1:
Full Name of Proprietor 2:
Home Postcode of Proprietor 2:

Please complete as many details as possible.

CLIENT DETAILS

Your Company Name:
Your
Address:

Your Reference:
Your Phone:
Your Fax:

Invoices Payable to:

*This form must be signed

Signature of Person Authorising Instruction

By authorising this instruction we confirm that we have read and accept the Standard Terms and Conditions of service.

Print Name:

Surveyor Name

Credit Control Name

Company Name

Telephone Number

Date:

Charges: This service is charged at the rate of £15 + VAT per instruction unless otherwise quoted.
Invoices are to be paid within 30 days.

Debt Squared Group, Carnoustie House, Kelvin Close, Birchwood, Warrington, WA3 7PB
Tel: 0800 002 9049 Fax: 0845 241 5006 Web: www.debtsquared.com Email: trace@debtsquared.com

STANDARD TERMS AND CONDITIONS OF SERVICE



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1. GENERAL

1.1 The instructing Client and/or Claimant (Client) agrees to be bound by the terms and conditions in this Schedule upon providing Debt Squared Group Limited and/or their associated debt recovery business, Intelligent Recoveries Limited with a signed instruction.

1.2 If any provision of these terms and conditions is held to be invalid or unenforceable in whole or in part, the validity of the remainder of the condition(s) shall not be affected.

2. CLIENT PROVISION OF AUTHORITY

2.1 Unless the Client notifies us in writing, we will assume that we have the authority of the Client to prepare and complete the investigation report instruction.

3. PROVISION OF ADVICE

3.1 Debt Squared Group is not authorised to provide legal advice in any form. Any advice provided by Debt Squared Group Limited relates strictly to the provision of services undertaken by Debt Squared Group Limited and should not be relied upon by the Client as advice in a wider context or advice relating to any litigation or dispute in which the Client is a party.

3.2 Debt Squared Group Limited accepts no liability for any actions which the Client may take or loss or damage which the Client incurs as a result of advice given in any communication with Debt Squared Group Limited. We recommend that you seek independent legal advice in relation to any legal issues at all times.

4. FEES

4.1 Debt Squared Group Limited has no contractual agreement with the subject for which this report is being completed against. The Client accepts responsibility of Debt Squared Group costs, charges and interest on late payment(s).

5. RECOVERABILITY OF FEES AND CHARGES

5.1 Should the instructing Client cancel or withdraw an instruction, subsequent to Debt Squared Group Limited being instructed, then the Client agrees to fully indemnify Debt Squared Group Limited in consideration of the agreed report fee.

6. CARE AND DILIGENCE

6.1 The Client shall warrant that the information supplied to Debt Squared Group Limited is correct at all times.

6.2 The Client shall defend, indemnify and hold harmless Debt Squared Group Limited, its directors, shareholders and employees against all loss, damage liability or legal claim (including legal costs) which is brought against Debt Squared Group Limited, its directors, shareholders and employees arising out of or in connection with the provision of services undertaken by Debt Squared Group Limited.

6.3 The client shall indemnify Debt Squared Group Limited against any additional costs that Debt Squared Group Limited may incur as a result of specific directions provided by the Client in the course of an instruction. This will include, but is not limited to, legal costs on cases that may have been escalated through the process.

6.4 Debt Squared Group Limited shall bear no liability for loss, damage or delay howsoever arising caused in circumstances outside of its control.

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