

APPOINTMENT OF A COMMERCIAL AGENT (NEW CLIENT ENGAGEMENT FORM)

REGISTERED COMPANY OR BUSINESS NAME (applicant):

 TRADING NAME: _____

CRN NUMBERS: _____ VRN/UTR NUMBERS: _____

BANK: _____ ACCOUNT NAME: _____

ACCOUNT NUMBER: _____ SORT CODE: _____

(THIS IS TO REFUND ANY MONIES COLLECTED)

POSTAL ADDRESS: _____

BUSINESS ADDRESS: _____

CONTACT 1: _____ CONTACT 2: _____

TELEPHONE 1: _____ TELEPHONE 2: _____

EMAIL 1: _____ EMAIL 2: _____

FAX: _____ MOBILE: _____

I the undersigned confirm that I am an authorised representative for the applicant and appoint Slater Byrne Recoveries Ltd (SBR) (Company Number 14485072) to act as our licensed commercial agent. This appointment is a continuing appointment and shall cover future work that the applicant may wish to refer to SBR. I authorise SBR to collect any accounts on the applicants behalf and further allow SBR to instruct solicitors where legal action is required (a separate authority is always obtained before legal action commences as costs are involved with this process).

The applicant also agrees that SBR may deduct monies held in SBR trust account on behalf of the applicants including any commissions and/or legal costs or outstanding invoices.

SIGNED: _____ TITLE HELD: _____

PRINTED NAME: _____ EMAIL: _____

DATED: _____

FEE SCHEDULE		
DEBT AMOUNT		COMMISSION
£100,000+		5%+VAT
£50,001 - £100,000		7.5%+VAT
£20,001 - £50,000		10%+VAT
£5,001 - £20,000		15%+VAT
£1,000 - £5,000		20%+VAT

APPOINTMENT OF A COMMERCIAL AGENT (TERMS AND CONDITIONS)

1. Payment terms are 7 days, on receipt of tax invoice from Slater Byrne Recoveries Ltd (SBR).
2. From the date of receiving instructions to commence debt recovery proceedings, SBR shall be entitled to charge commission as per the Fee Schedule on the signed Appointment of a commercial agent form once any of the following occur;
 - (i) A debt is paid to SBR trust account;
 - (ii) A debt is paid to a legal representative of SBR or the applicant;
 - (iii) A debt is paid to the applicant in any way or to a third party of the applicant;
 - (iv) Goods or stock are received in lieu of payment to SBR, the applicant or a third party;
 - (v) SBR provide remittance from a debtor acknowledging a portion or the whole of the debt has been paid and the applicant confirms the same. This includes if a debt has been paid prior to SBR receiving instructions to commence recoveries;
 - (vi) The account is settled in any way including a "contra arrangement";
 - (vii) The applicant allows commission to be charged.
3. No commission shall be charged by SBR if no money is collected. The only exception to this is clause 2. (i) to (vii)
4. The recovery of debts which are 2 years or older will be subject to an additional commission charge on successful recovery of the amount owed of 10%+VAT.
5. The applicant agrees that it will notify SBR within seven (7) days of receiving any payment from a debtor for a debt assigned to SBR for recovery. Failure to notify SBR may result in full commission being charged on the balance of the matter.
6. The applicant authorizes SBR and any of its personnel to negotiate and make offers on debt amounts for payment from the debtor. If an offer is made and the applicant fails to respond or instruct SBR within seven (7) days, we reserve the right to accept a reasonable settlement or repayment arrangement on the applicants' behalf. The applicant acknowledges that should a payment arrangement or settlement be reached in any way, SBR are entitled to keep carriage of the said account until the full amount is recovered.
7. Should the applicant wish to terminate this agreement, ninety (90) days written notice will be required, otherwise full commission as per the Fee Schedule on the signed Appointment of a commercial agent form will be charged.
8. Written authority from the applicant shall be obtained before commencing with legal action. SBR shall engage solicitors on the applicant's behalf and the applicant is responsible for the costs. SBR shall provide the applicant with a quotation for the work. There is no obligation for the applicant to commence with legal action.
9. The signing of the Appointment of a Commercial Agent form or (Terms and Conditions) or (New Client Engagement Form) represents the acknowledgement and acceptance of these Terms & Conditions

SIGNED: _____ TITLE HELD: _____

PRINTED NAME: _____ DATED: _____

YOUR COMPANY NAME: _____

CONTACT PERSON: _____

PHONE: _____ MOBILE: _____ DATE: _____

ACCOUNTS FOR COLLECTION

1. NAME OF BUSINESS / INDIVIDUAL: _____

ADDRESS: _____

CONTACT PERSON: _____

LANDLINE: _____ MOBILE: _____

EMAIL: _____

CRN/VRN/UTR NUMBER: _____

AMOUNT: _____ DATE OF DEBT: _____

WHAT ACCOUNT IS FOR: _____

ANY OTHER INFO: _____

2. NAME OF BUSINESS / INDIVIDUAL: _____

ADDRESS: _____

CONTACT PERSON: _____

LANDLINE: _____ MOBILE: _____

EMAIL: _____

CRN/VRN/UTR NUMBER: _____

AMOUNT: _____ DATE OF DEBT: _____

WHAT ACCOUNT IS FOR: _____

ANY OTHER INFO: _____

